A. L. A. RULES FOR
Filing Catalog Cards

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Prepared by a Special Committee

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AMERICAN LIBRARY ASSOCIATION
CHICAGO, ILLINOIS, 1942

PUBLISHER'S NOTE

The rules presented in this volume are offered as representing the best accepted practice. The presentation of the material, particularly the showing of relationships, has presented many problems. Users are urged to send comment, criticisms and suggestions to the publishers to the end that reprints or revised editions may better serve their purpose.

Second printing, with corrections, April, 1943

Manufactured in the United States of America

vided that the guide-cards at the given point show with precision the order adopted.

The separation of the subject catalog from the author and title catalog, which in recent years has been adopted by a number of libraries, does not require changes in the general alphabeting rules. The divided catalog simplifies to some extent the problem of the order of entries, but does not alter the arrangement within each type entry.

The code does not attempt to distinguish between, or to suggest, cataloging practices, except insofar as to call attention to an occasional detail that makes clearer the filing of an entry. The cataloger should keep constantly in mind the filer's problems and exercise care in cataloging details that may render filing and finding easier. In order to avoid confusion, since cataloging practices are not uniform, the examples in the following rules have been selected from entries that conform to the American Library Association or the Library of Congress cataloging rules.

For the convenience of small libraries, a selected list of recommended rules, together with a comprehensive example, will be found in Appendix V.

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A.L.A. Rules for Filing Catalog Cards

1. Basic rule

a) Arrange all entries according to the order of the English alphabet. *See also* Modified letters (Rule 2): Signs and symbols (Rule 3)

b) Arrange word by word, alphabeting letter by letter to the end of each word.

New Amsterdam	not	New Amsterdam
New England		Newark
New wives for old		New England
Newark		Newman
Newman		New wives for old

2. Modified letters (umlaut, special letters)

a) Disregard the modification of all letters, including the umlaut. Arrange ä, á, å, ē, ī, ö, ó, ő, ø, ü, ű, as a, e, i, o, u; ç, ć, č, ł, ñ, š, ž, as c, l, n, s, z.

There are a number of other modifications which in transliteration from Oriental and other languages show dots or lines above or below the letters.[1] These will cause no difficulty in a general catalog if disregarded. Libraries requiring a different arrangement, as in a special language catalog, should adopt rules in accordance with the usage of the language.

In the case of headings with an umlaut in the first syllable, cross references should be made from, and to, the form spelled with an *e*.

Muel, Leon	Mullen, Allen
Muellenbach, Ernst	Müllen, Gustav
Mueller	Müllendorf
see also Muller (or Müller)	Muller (or Müller)
Mueller, Alfred Don	see also Mueller
Muenscher, Joseph	Müller, Adam
La muerta de Néron	Muller, Adam L
Mullen (or Müllen)	Münchener bienen-zeitung
see also Muellen	

[1] For the alphabets and diacritical marks used in foreign languages, see U.S. Govt. print. off., *Manual of foreign languages for the use of printers and translators*. 3d ed. (Washington: Govt. print. off., 1936.)

This is the recommended treatment of the umlaut. It is the practice followed in many German reference books and is simpler for the majority of the users of the catalog who are unaware of the philological significance of the umlaut. For libraries that prefer to recognize the German umlaut and to treat in like manner similarly marked vowels in other languages, the following alternative rule is given.

b) ALTERNATIVE RULE: File ä, ö, ü, in the Finnish, German, Hungarian, Scandinavian and modern Turkish languages as if written ae, oe, ue. This includes also the Hungarian ő and ű and the Danish-Norwegian ø.

File the Scandinavian å as aa.

```
Muel, Leon                Münchener bienen-zeitung
Muellen (or Müllen)       La muerta de Néron
   see also Mullen        Mullen
Müllen, Gustav               see also Muellen (or Müllen)
Muellenbach, Ernst        Mullen, Allen
Müllendorf                Muller
Mueller (or Müller)          see also Mueller (or Müller)
   see also Muller        Müller
Müller, Adam                 (This name is filed as if spelled
Mueller, Alfred Don          Mueller)
                          Muller, Adam L
```

c) Arrange other special letters as follows:[2]

(1) The Latin i and j as distinct letters.
(2) The gothic type v (for u) and vv (for w) as u and w.
(3) The Dutch ÿ (a manuscript form for ij) as ij.[3]
(4) Typographical characters and abbreviations used in Latin incunabula as if written in full.[4]

3. Signs and symbols

a) Signs without letters (used as author heading)

Arrange signs without preceding letters, when used instead of the author's name, before the letter A. Disregard the signs and subarrange by title; but if the signs are followed by titles of honor or forenames, subarrange by them. Signs alone precede signs followed by titles of honor, etc.

Signs at the beginning of a title, such as . . . or - -, are also to be disregarded, the title being arranged by the word following the signs.

[2] Transliteration rules for the non-Roman alphabets are printed in the revised *A.L.A. Catalog Rules*. Card rules for the transliteration of Hebrew and Yiddish (rule 43), Modern Greek (rule 11) and the Slavic languages (rule 10) may be obtained from the Library of Congress at small cost.
[3] Vatican 455.
[4] For a list of typographical characters and abbreviations most commonly used in 15th and 16th century books, see U.S. Govt. print. off., *Manual of foreign languages, op. cit.*, p.129-30.

? ? ?,
Doit-on pleurer sa femme

卐
The language of the stars

****
Mémoires pour servir à l'histoire de la campagne de 1796

***, baron de
Bibliographie des ouvrages de poésie...française

A B C book
Aagaard, Carl Johan
Alden, John
— — and ships and sealing wax
Andover

b) Signs with letters (used as author heading)

When a letter or a syllable is followed by signs, disregard the signs and arrange by the letter or letters. Subarrange as above.

M***
Catalogue des livres choisis

M**
Notices des livres du cabinet

M****, Madame la comtesse de
M****, Mademoiselle
M_____, Mr
M***, Monsieur
M., A.H.
M., M.W.
M***, Paul Hyppolite
M., V.A.
Ma, Yin Ch'u
Mabie, Mary Louise
Mac__, pseud., see MacManus, James
Mac, Reinhold
Macadam, Catharine
W*****e, H*n*y
W***in**on, G****

c) Ampersand

Alphabet the character "&" as "and," "et," "und," etc., according to the language used.

England and Canada
England & Germany
England and her colonies
Revue des questions historiques
Revue & examen des expositions nationales
Zur geschichte der costüme
Zur geschichte & charakteristik des deutschen genius

4. Initials

See also Abbreviations (Rule 5)

a) Arrange an initial before a word beginning with the same initial letter.

b) Arrange initials standing for names of organizations, broadcasting stations, airships, etc., whether punctuated or not, as initials and not as abbreviations, i.e., not as if spelled in full. For initials standing for geographical names, *see* Abbreviations (Rule 5:*a*).

c) When headings consist of initials only, arrange initials standing for authors' names, *if inverted* (e.g., A., F. P.), before initials that are not inverted.

A., A., see Willis, Anthony Armstrong
A., B.
A., E.V., see Trezavant, Eva Whitthorn
A., F.P., see Adams, Franklin Pierce
A., T., see Ashe, Thomas
A.A., see Willis, Anthony Armstrong
A.A.A., see U.S. Agricultural adjustment administration
A A C color photography
ABC of the NRA
A bas Rigolboche
ADAC – motorwelt
A.E., see Russell, George William
A.E.F., see U.S. Army. A.E.F., 1917-1920 and also titles beginning A.E.F.
The A.E.F. in battle
A.L.A. see American library association; Automobile legal association; and also titles beginning A.L.A.
A.L.A. booklist
A.L.A... directory of tourist homes
A.L.A. in Siberia
A la mode cookery
A.S.M.E. news
A was an archer
Aa, Cornelis van der
Ambach, E. L.
American expeditionary force, see U.S. Army. A.E.F., 1917-1920; also titles beginning A.E.F.
American library association, see also titles beginning A.L.A.
Automobile legal association, see also titles beginning A.L.A.

This arrangement follows the general usage in regard to filing personal names (Rule 19). The *following alternative with its single alphabet is preferred by many libraries* on the ground that users of the catalog do not distinguish between inverted and noninverted initials.

d) ALTERNATIVE RULE: Arrange initials standing for authors' names, whether inverted or not, alphabetically with initials standing for organizations or beginning a title, disregarding the inversion and punctuation.

A.A., see Willis, Anthony Armstrong
A.A.A., see U.S. Agricultural adjustment administration
AAA travel...
A A C color photographs
A., B.
ABC of the NRA
A bas Rigolboche
ADAC – motorwelt
A.E., see Russell, George William
A.E.F., see U.S. Army. A.E.F., 1917-1920 and also titles beginning A.E.F.
The A.E.F. in battle
A., E. V., see Trezavant, Eva Whitthorn
A., F. P., see Adams, Franklin Pierce
A.L.A., see American library association; Automobile legal association; and also titles beginning A.L.A.
A.L.A. booklist
A.L.A... directory of tourist homes
A.L.A. in Siberia
A la mode cookery
A.S.M.E. news
A., T., see Ashe, Thomas
A was an archer
Aa, Cornelis van der
Aabel, Marie
American expeditionary force, see U.S. Army. A.E.F., 1917-1920; also titles beginning A.E.F.
American library association, see also titles beginning A.L.A.
Automobile legal association, see also titles beginning A.L.A.

5. Abbreviations

See also Elisions (Rule 6); Initials (Rule 4)

a) Arrange abbreviations as if spelled in full; e.g., Dr., Mr., Mrs., Mlle., S., St., Ste., etc., as Doctor (or in German, Doktor), Mister, Mistress, Mademoiselle, San or Sanctus, Saint, Sainte, etc. Also Ha (Greek 'A) as Hagios. This includes initials and other abbreviations used for geographical names; e.g., N.Y. as New York, Gt. Brit. as Great Britain.

Colonel Carter
Col. Ross of Piedmont
Colonel Withersby's strike
Dr. Gratten
The doctor, his wife and the clock

Dr. Jekyll and Mr. Hyde
Mrs. Ames
Mistress and maid
Mrs. Dane's defense
Mistress of Husaby
St. Petersburg
Saint Pierre
St. Vincent
Ste. Anne des Monts
Sainte Beuve
United States and war
U.S. army facts and insignia
U.S. camera magazine
United States daily

An explanatory reference should be made from the abbreviation to the full form whenever necessary.

Mrs.
Entries beginning with Mrs. are filed as if spelled Mistress

St.
Entries beginning with St. are filed as if spelled Saint

b) Disregard the abbreviations K., K.K., I., R., etc. (standing for Kaiserlich, Königlich, Imperiale, Reale, etc.) at the beginning of names of foreign learned academies, societies, etc., and arrange by the word following the abbreviation. The words for which these abbreviations stand are not familiarly known or spoken as part of the name.

In the names of English societies, Imperial and Royal are not to be disregarded.

Acadians
R. Accademia dei Lincei, Rome
Accidents
K. Akademie der wissenschaften, Berlin
Akenside, Mark
Hoepli, Ulrico
K.K. Hof- und staatsdruckerei, Austria, see Austria.
KK. Hof- und staatsdruckerie
Hoffer, Andreas
Royal empire society, London

6. Elisions

See also Names with an elided prefix (Rule 13)

Arrange elisions as they are printed and not as if spelled in full. Treat as one word the contraction of two words resulting from an elision.

Exception: Foreign articles and prepositions with a final vowel elided are to be treated as separate words and not as contractions.

Bibliothèque d'anthropologie
Bibliothèque d'histoire
Bibliothèque de la révolution
Cap'n Eri
Capo d'anno
De l'intelligence
De la vida internacional
Flower o' the lily
Flower of destiny
Who is who in literature
Who'd be king
Whom the gods destroy
Who's who
Whose home is the wilderness

Note: Some libraries make no exception of guided articles and prepositions, but this is contrary to the usage of the foreign language itself.

7. Initial article

For names beginning with an article, *see* Names with a prefix (Rule 13) and Oriental names (Rule 14)

a) In alphabeting titles, disregard an initial article in the nominative case in all languages; but in foreign languages do not disregard initial articles in other than the nominative case, because such articles contain a prepositional element.[5]

b) In case the form of the indefinite article is the same as that of the numeral "one" (e.g., the French "un" or "une") care must be taken to distinguish the use, because the numeral is to be regarded in filing.

c) As initial articles, "de" (dialect for "the") and "ye" (Anglo-Saxon and early English form of "the") are to be disregarded; but "ye," the personal pronoun of the second person plural, is to be regarded.

Au temps des équipages
De la terre à la lune
De libris
Dem dichter in der fernen bild geblieben
The den
Den lieben süssen mädeln
Les déracinés
Des alten handwerks recht und gewohnheit
Du contrat social
Dublin
Eine von zu vielen [numeral]
Un homme à la mer
Eine kleine gefälligkeit
Das kleine heldenbuch
De night in de front from Chreesmas

[5] For articles to be disregarded in filing, see U.S. Govt. print. off., *op. cit.*

Ye olde fire laddies
Un de Baumugnes [numeral]
Ye that judge [personal pronoun]

A table of initial articles to be disregarded in foreign languages will be found in Appendix II.

8. Punctuation marks. Possessive case, etc.

See also Inverted titles (Rule 37:f)

In alphabeting titles, disregard punctuation marks and the apostrophe. For an exception to this rule, *see* Periodicals (Rule 37:*c*).

Boy Scouts	Life; a book for a young man
Boycott	Life — a bowl of rice
Boys' clubs	Life after death
Boy's King Arthur	Life — an obstacle race
Boys of '76	Life and art
A boy's town	Life, mind and spirit

9. Numerals

a) Arrange numerals in the titles of books as if spelled out in the language of the rest of the title. Spell numerals and dates as they are spoken, but omit the "and" in spoken numerals except at a decimal point between two digits and in mixed numbers.

Note: The omission of the "and" is recommended because spoken numerals are so taught in American public schools. Many libraries, however, prefer to retain the "and" because it usually appears on title pages where numerals are written out.

100 as one hundred (not as a hundred)
101 as one hundred one (not as one hundred and one)
1000 as one thousand
1500 as fifteen hundred (not as one thousand five hundred)
1812 as eighteen twelve, if a date; otherwise as eighteen hundred twelve (not as one thousand eight hundred twelve)
2,341,406 as two million, three hundred forty-one thousand, four hundred six
6½ as six and one half
.624 as six hundred twenty-four thousandths
600.024 as six hundred and twenty-four thousandths

This rule is not precise because numerals are not always spoken the same, but it is practical because to file each numeral as if spelled in full raises difficulties for users of the catalog who will look under the spoken word.

Acht tage auf ehrenwort
Achtundvierziger
1813; ein cyklus [achtzehnhundert dreizehn]
1812; ein historischer roman [achtzehnhundert zwölf]
Dix, Lester
1802 [dix huit cent deux]

1812 ouverture [dix huit cent douze]
Les dix-sept ans de Marthe
100 jahre bauen und schauen [ein hundert]
1500 facts and similes
4½ years in the Italy mission [four and one half]
1940 book of houses [nineteen forty]
1914 diary [nineteen fourteen]
1917 war tax guide [nineteen seventeen]
One hundred and one famous poems
One hundred best books
100 bungalows
150 radio hook-ups [one hundred fifty]
101 metal-working projects [one hundred one]
One thousand and one illustrations
One thousand juvenile delinquents
1001 one minute stories [one thousand one]
1600 business books
Sixteen years in Siberia
$1200 a year
2400 business books
Two thousand years ago

A table of numerals in foreign languages will be found in Appendix III.

b) Numerals at the beginning of such titles as "Annual report," "Course in," "Proceedings," "Report," etc., are to be arranged numerically and not alphabetically.

General account	not	First report
First report		Fourth report
Second report		General account
Fourth report		Second report

c) Numerals following headings that are otherwise identical usually indicate a numerical or chronological arrangement. (*See* Rule 38)

10. Words spelled in two ways

See also Hyphened and compound words (Rule 11); Names spelled differently (Rule 15)

a) When title headings begin with a word that may be spelled in two ways (e.g., Labor and Labour) choose one spelling according to an accepted authority and file all titles under this form. Refer from the other spelling.

Labor and administration
Labour and industry
LABOR AND LABORING CLASSES
Labor economics
Labour in the commonwealth
LABORATORIES
Laboulaye
Labour, see Labor

The following alternative arrangement is also an accepted practice but is not as easy to consult unless the user of the catalog knows the exact spelling.

b) ALTERNATIVE RULE: When title headings begin with a word that may be spelled in two ways, arrange according to the spelling of the title page. Refer from one spelling to the other.

```
Labor,  see also the spelling  Labour
LABOR AND LABORING CLASSES
Labor economics
LABORATORIES
Laboulaye
Labour,  see also the spelling  Labor
Labour and industry
Labour in the commonwealth
```

11. Hyphened and compound words

See also Compound names (Rules 12-13)

a) Arrange hyphened words as separate words.[6]

b) Arrange as one word compound words that are printed as one;[7] but if a compound word is printed sometimes as one word and sometimes as two words (or hyphened) choose one form according to accepted usage[8] and refer from the other form.

This rule may also apply to titles beginning with such a compound (e.g., Hand book, Hand-book, Handbook). If, however, it is preferred to arrange titles as printed, references should be made from one form to the other. (cf. Rule 10: *b*)

```
The book and its story
BOOK-BINDING, see BOOKBINDING
BOOK COLLECTING
Book-hunter
Book of animals
BOOK-PLATES
BOOKBINDING
BOOKPLATES, see BOOK-PLATES
```

c) Arrange as one word, words with a hyphened prefix such as anti-, co-, electro-, ex-, inter-, mid-, non-, pan-, post-, pre-, pro-, re-, trans-, tri-, etc.

```
ANTI LANGUAGE
ANTICHRIST
ANTI-INJUNCTION LAW, see INJUNCTIONS
ANTI-RENT TROUBLES, NEW YORK, 1839-1846
ANTISEMITISM, see JEWISH QUESTION
```

---

[6] Cutter 317.
[7] Cutter 316.
[8] A. M. Ball, *Compounding in the English language.* (N.Y.: H. W. Wilson, 1939.)

Anti-Semitism yesterday and tomorrow
ANTISLAVERY
Anti-slavery tracts
Cooperative marketing
Co-operative movement
Inter arma
Interaction
Inter-America
Inter-collegiate association
Intercollegiate bureau
Pro patria
Proal, J.A.
Pro-British history text-books
Pro-musica quarterly
Pro-Palestine federation

12. Names compounded of two words

For the further arrangement of entries under compound personal names, *see* Rules 17:b, 18 and 20.

Arrange names consisting of two or more words, with or without a hyphen, as separate words.

This includes names beginning with New, Old, East, North, Saint, San, Santa, etc.

New Hampshire
The New republic
New thought
New York
Newark
North Africa
North Haven
North Wales
Northampton
St. Petersburg
Saint Vincent
Sainte Beuve
Saintine
San Francisco
San Jose scale
Sanborn
Santa Lucia
Santagnello

An *alternative* practice found in many reference books and in some libraries is to treat a name beginning with Saint, San, Santa, etc., as a name with a prefix (cf. Rule 13) and to file as one word. This practice is not recommended because Saint, San, etc., are words, not prefixes.

13. Names with a prefix

For Oriental names beginning with an article, *see* Rule 14:*a*.

a) Arrange a name with a prefix as one word.[9] This includes names in which an article or a preposition is written as part of the name and is not transposed; such names as Ap Thomas, D'Arcy, Des Barres, Du Challu, Fitz Allen, Le Sage, L'Estrange, MacFingal, O'Neal, Van Allen, Zum Felde, Zur Brücke, ZuTavern, etc.

[9] Cutter 311.

Defoe	Las Vegas, N.M.
De la Roche	L'Estrange, Alfred
Delaware	Le Strange, Guy
Del Mar	L'Estrange, Roger
DeMorgan	Los Angeles
El Dorado	Ocantus
Eldorado, Neb.	O'Casey
El Paso, Texas	Tenberg
Lasale	Ten Broeke
La Salle	Vancouver
Lassalle	Van Dyke

b) Names beginning with the prefix M' and Mc are filed as if spelled Mac, because they are so pronounced.[10]

An explanatory reference should be made from the abbreviated form to the full form, as

M' (or Mc)
Names beginning with M' or Mc are filed as if spelled Mac

Mach	MacLaren, J.M.
McHale	M'Laren, J.T.
Machard	McLaren, L.L.
McHardy	MacLaren, R.S.

14. Oriental names

a) Mohammedan (Arabic, Persian, Turkish) and Hebrew names

(1) Disregard the initial article al- or el- (or the assimilated forms ad-, ar-, as-, az-) prefixed to Arabic, etc., names (e.g., al-Ghazzali) and the article ha- or he- prefixed to Hebrew names. But when the article comes between the parts of a name (e.g., 'Abd al Latīf) it is to be regarded.

(2) When a Mohammedan or Hebrew name begins with a part expressing relationship (e.g., the Arabic Abd, Abu, Ibn; the Hebrew Ab, Abi, Ben; the Syriac Bar) the parts are to be alphabeted as separate words.

This is the practice adopted by the Library of Congress and by a number of American universities and is recommended by the Oriental institute of the University of Chicago. European practice favors arranging as one word.

(*Note:* In the following examples, the names are not given in complete cataloging fullness, but in sufficient length to illustrate the rule.)

'Abd al-Ali
Abd al-Wāhid
'Abd Allāh, <u>see also</u> Abdallah
'Abd Allāh ibn Ahmad

[10] Cutter 312.

'Abd Allāh Sfer
Abdala
Abdalian
Abdallah, see also 'Abd Allāh
Abū 'Abd Allāh Bahā
Abū 'Abd Allāh Muḥammad ibn Sa'd
Abū 'Abdallāh ibn Yakub
Abū 'Abdallāh Muḥammad ibn Muḥammad
Abū al-'Alā
Abū al-Faḍl
Abū al-Fidā
Abū al-Walīd
Abū 'Alī Jephet, see Japheth ben Eli
Abū Bakr
Abū Sa'īd
Abucacim
Abū'l-Fazl, see Abū al-Faḍl
Abūlafia, Abraham ben Samuel
Abulfeda, see Abū al-Fidā
Bar Ali
Bar-Am, Moshe
Bar-Hebraeus, Gregorius, see Gregorius, 'Abū al-Faraj
Barabas, Béla
Ben Adhem
Ben Assher
Benade
Benassi

b) Chinese names

Arrange Chinese names by the first part (family name) whether it is separated by a comma or not. But an old Chinese name that consists of only two hyphened syllables (e.g., Lao-tzŭ, "the Old one") is to be filed as a two-word phrase.

Lao-tzŭ
Laos
Li Chang
Li, Chi
Li Chih-ch'ang
Li, Ching-chen
Li Hung-Chang
Li, Kung-lin, known as Li Lung-mien
Libby
Tai, Chi-t'ao
Tai, Tse Chien
Tai-ping rebellion
T'ai-Shang
Taine

Some libraries prefer to file a two-syllable hyphened name as one word because it is sometimes written as one word. References should be made from the name spelled as one word, e.g., Laotzŭ, *see* Lao-tzŭ.

15. Names spelled differently

Cf. Rule 13: b

Arrange separately names that differ in spelling however slightly. Refer from one spelling to the other.

```
Andersen,   see also the spelling Anderson,
    Anderssen,  Andersson
Andersen, Anders
Andersen, Hans Christian
Anderson,   see also the spellings etc.
Anderson, Arthur
Anderson, James
Anderssen,   see also the spellings etc.
Anderssen, Adolf
Anderssen, Walter
Andersson,   see also the spellings etc.
Andersson, Axel
Clark,   see also the spelling  Clarke
Clark, Allen Culling
Clark, Howard Walton
Clark university
Clarke, Adam
```

Note: In the case of forename entries where there is a slight difference of spelling in other than the first syllable, e.g., Catharine and Catherine, Elisabeth and Elizabeth, many libraries disregard the difference and file according to the more commonly used spelling, with reference from the other. *See* Catherine in the comprehensive example, Appendix V.

16.-18. Forename entries

The arrangement of common forename entries presents difficulties to the user of the catalog, who does not know the form of the distinguishing designation chosen by the cataloger nor by what part of the designation the forename is alphabeted. A wide diversity of practice in catalogs and reference books indicates that no simple or fully satisfactory method of solving this problem has been found. *Two orders of arrangement are offered:* by the first (Rule 17) forename entries are filed before surname entries of the same name; by the second (Rule 18) forename entries follow surname entries. *The former arrangement is the generally accepted practice in larger libraries;* the *latter arrangement* may be used by a library of any size but *is particularly recommended to smaller libraries* because its alphabetical order is more intelligible to the average reader.[11]

[11] Theresa Hitchler, *Cataloguing for small libraries.* Rev. ed. American library association, 1915. o.p. p.262-69.

16. Forename entries (general rules)

a) Alphabet forenames that are the same by the designation or appellative following the name.

b) Disregard a numeral following a forename except when necessary to distinguish between forenames with the same designation.

c) In the names of sovereigns, disregard an epithet, such as "the Conqueror," "the Great," etc., when it comes between the forename and the designation. When the epithet is familiarly known, a reference should be made from the name alphabeted by the epithet, especially from the English form.[12]

```
Charles II, le Chauve,  king of France
Charles IV, le Bel,  king of France
Charles IX, king of France
Charles, the Bald,  see  Charles II, le Chauve,
    king of France
```

d) Disregard a second forename that comes *between* a numeral and a designation; but if the second forename *precedes* the numeral treat as a compound forename and do not disregard.

```
Karl IV,  king of Sweden
Karl X Gustaf,  king of Sweden
Karl XII,  king of Sweden
Karl August,  crown prince of Sweden
```

17. Forename entries. Arrangement 1 (Before surname)

Arrange a forename entry before a surname entry beginning with the same name.

a) Arrange forenames that begin with the same name in two main groups as follows:—

(1) Forenames followed by a designation of rank, office or other title, such as bishop, brother, emperor, king, prince, pope, saint, sister, etc. Arrange alphabetically by the word indicating rank, etc., disregarding articles and prepositions.

(2) Forenames followed by an appellative (epithet, byname, descriptive word or phrase used for identification, e.g., Thomas, *Anglo-Norman poet,* Thomas, *of Edessa,* Thomas *Spalatensis*) and forenames compounded of two or more words, the second part of which may be a second forename (e.g., Mary Clare), a family name (e.g., Mary Stuart), a name derived from a place (e.g., Charles d'Or-

[12] The practice of the *A.L.A. cataloging rules* and of the Library of Congress in inserting epithets between the names of sovereigns and their titles, makes such a reference puzzling to the user of the catalog. The awkwardness can be avoided by placing the epithet in curves after the title; e.g., Charles, duke of Burgundy (le Teméraire), William I, king of England (the Conqueror).

```
John (compound forenames)
  John de Burgh, see Burgo, Joannes de
  John Gabriel, sister
  John of Austria, see Juan de Austria
  John of Gaunt, duke of Lancaster
  John of Lancaster, duke of Bedford
  John of the Cross, Saint, see Juan de la Cruz, Saint
John (surname)
  John, Alois
John (titles, etc.)
  John and Joan
  John of Bordeaux (Old play)
```

Note 1: Linderfelt (397) calls for more classes, viz., (1) Saints, (2) Popes, (3) Emperors, (4) Kings, (5) Sovereign princes, (6) Other princes of sovereign houses, (7) Noblemen, (8) Others. Library practice varies as to the number of classes.

Note 2: Some libraries arrange compound forenames after the single forenames in the class to which each belongs.

18. Forename entries. Arrangement 2 (After surname)

Arrange a forename entry after the surname entries of the same name, interfiling with titles and other headings beginning with the same word. Include compound forename entries. Alphabet with regard to all words, articles and prepositions included.

Additional examples under Mary and Thomas will be found in Appendix I.

```
Charles (surname)
  Charles, David
  Charles, William
  Charles-Roux, François*
Charles (forenames, titles, etc.)
  Charles [a title]
  Charles Alexander, duke of Lorraine
  Charles, archduke of Austria, see Karl, etc.
  Charles Auchester, a novel
  Charles Borromeo, Saint, see Carlo Borromeo, Saint
  Charles City, Iowa
  Charles, count of Angoulême, duke of Orléans, see
      Charles d'Orléans
  Charles, count of Valois
  Charles d'Orléans
  Charles de Lorraine, duke of Lower Lorraine
  Charles de Saint Paul, see Vialart, Charles, bp.
  Charles Dickens in London
  Charles, duke of Burgundy (le Teméraire)
  Charles II, duke of Lorraine
  Charles, duke of Orléans, count of Angoulême, see
      Charles d'Orléans
  Charles Emanuel I, duke of Savoy, see Carlo
      Emanuele I, etc.
```

Charles V, emperor of Germany, see Karl V, etc.
Charles family
Charles II, king of France (le Chauve)
Charles II, king of Great Britain
Charles, king of the Franks, see Charlemagne
Charles, le Chauve, see Charles II, king of France (le Chauve)
Charles, le Teméraire, see Charles, duke of Burgundy (le Teméraire)
Charles Louis de Bourbon, duke of Parma
Charles Martel, mayor of the palace
The Charles men
Charles, père
Charles, the Bald, see Charles II, king of France (le Chauve)
Charles, the Bold, see Charles, duke of Burgundy (le Teméraire)
Charles, the Great, see Charlemagne
Charles the Second, a play

*If Rule 20:b is adopted, this compound surname will file with the forenames, titles, etc.

19. Surname entries

Arrange headings of the same surname as follows:—

a) A surname alone or followed only by an appellative or a designation (descriptive phrase, title of honor, etc.) precedes the same surname with initials or forenames.

b) A surname followed by an initial precedes the same surname followed by a fully written-out forename beginning with the same initial letter.

c) When both surnames and forenames are the same, arrange chronologically by date of birth, if known; otherwise by date of death or by period as given in the heading.

d) A name without date precedes the same name with dates. Arrange the names without date by the distinguishing designation following the name.

e) A pseudonym files after a real name alone, but before the same name followed by dates. It interfiles alphabetically with other designations.

f) Disregard titles of honor and distinction such as Capt., Dr., Hon., Lady, Mlle., Mme., Mrs., Sir, etc., before a name and Bp., D.D., F.R.S., LL.D., baron, comte, graf, etc., after a name, unless it is necessary to distinguish between names that would otherwise be identical.

Brown, ---
Brown, Capt.
Brown, Mrs.
Brown, pseud.
Brown, A. G.

```
Brown, Albert
Brown, Mrs. Augusta
Brown, B. L.
Brown, John
Brown, John,  genealogist
Brown, John,  of Great Yarmouth
Brown, John,  philomath
Brown, John,  pseud.
Brown, Sir John
Brown, John, 1716-1766
Brown, John,  d. 1811
Brown, John, 1810-1882
Brown, John A
Brown, Sir John Abercrombie
Brown, John Allen
Brown, Peter,  fl. 1776
Brown, Peter,  1764-1863
Brown, R. A.
Brown, R. Grant
Brown, Ralph
Browne, Charles Albert
```

20. Surname entries—Compound surnames

a) Arrange surnames compounded of two or more words after the simple surname, but before titles and other headings beginning with the same word.

```
Hall, William
Hall-Quest, Alfred
Hall-Wood, Mary
Hall & Patterson
HALL FAMILY
HALL MARKS
HALL OF FAME
```

The above rule is based on Cutter (313). If a straight alphabetical order is preferred, adopt the following alternative:—

b) ALTERNATIVE RULE: Arrange personal surnames compounded of two or more words after the simple surname, interfiled in alphabetical order with titles and other headings beginning with the same word.

```
Hall, William
Hall & Patterson
HALL FAMILY
HALL MARKS
HALL OF FAME
Hall-Quest, Alfred
Hall-Wood, Mary
Hallam, Arthur
```

21. Names of clan, family, house, dynasty, etc.

a) Interfile a surname followed by "clan," "family," "House of,"

"Dukes of," etc., alphabetically with the titles and other entries following the simple surname. Disregard an inversion.

Compound surnames followed by "family," etc., follow their specific form of name.

```
Lloyd, William
Lloyd George, David
LLOYD GEORGE FAMILY
Lloyd-Williams, Richard
Lloyd brothers, Cincinnati
LLOYD FAMILY
Lloyd guide to Australia
Lloyd library
```

```
Medici, Lorenzo de', il
          Magnifico
Medici, Michele
Medici-Tornaquinci, Alfonso
          Cosimo de'
Medici antiqui omnes
MEDICI, HOUSE OF
```

b) Alternative rule: If Rule 20: b has been adopted, the order of entries will vary slightly, as follows: —

```
Lloyd, William
Lloyd brothers, Cincinnati
LLOYD FAMILY
Lloyd George, David
LLOYD GEORGE FAMILY
Lloyd guide to Australia
Lloyd library
Lloyd-Williams, Richard
```

```
Medici, Lorenzo de'
Medici, Michele
Medici antiqui omnes
MEDICI, HOUSE OF
Medici-Tornaquinci, Alfonso
          Cosimo de'
```

22. Firm names

a) Arrange the name of a firm in which forenames or initials follow the first name in its alphabetical place among the personal names.

Arrange a firm name without forename, a compound firm name, or a phrase firm name, alphabetically with the titles and other headings following the same name as surname.

```
Fraser, Alice
Fraser, Arthur, 1893-
Fraser, Arthur, and company
Fraser, Charles
Fraser, William
Fraser-Knight, James
Fraser & Charles
FRASER FAMILY
Fraser, firm, booksellers, London
The Fraser murder case
Fraser, Smith & co.
```

b) Alternative rule: If Rule 20: b has been adopted, the order of entries will vary slightly as follows:

```
Fraser, Alice
Fraser, Arthur, 1893-
Fraser, Arthur, and company
Fraser, Charles
Fraser, William
```

```
Fraser & Charles
FRASER FAMILY
Fraser, firm, booksellers, London
Fraser-Knight, James
The Fraser murder case
Fraser, Smith & co.
```

23. Nobleman's title and bishop's see

Arrange a nobleman's title under which entry is made, and the name of a bishop's see from which reference is made to the family name, among personal names and not with places.

```
Holland, Edward James
Holland, Henry Fox,  1st baron
Holland, Henry Scott
Holland (Province)

London, Alfred
London, Arthur, bp. of, see Winnington-Ingram, Arthur
    Foley, bp. of London
London, Jack
London, Conn.
```

24. Order of entries

A dictionary catalog theoretically consists of author, subject and title entries interfiled to form a single alphabet; but in actual practice, when the same heading is used for the three kinds of entry, the strictly alphabetic order has been broken down into more or less complex classed arrangements. This tendency, in some cases, has been carried to an extreme which renders a card catalog unnecessarily difficult to consult. In recent years there has been a reaction in favor of a more nearly alphabetic arrangement. Two orders of arrangement are, therefore, outlined below and are fully explained and illustrated in the rules and examples for arrangement under Place (Rules 31-32), Subject (Rules 33-35) and Title (Rule 37). Both arrangements are in use in libraries of different types and different sizes and both are equally recommended.

The first arrangement, designated as the Classed order, is based on Cutter (300) and has long been in general use, although in its application the Cutter rule has been variously interpreted, amplified and modified.

The second arrangement is designated as the Alphabetic order, because it retains an alphabetic arrangement wherever practicable.

a) Classed order

(1) When the same word, or combination of words, is used as the heading of different kinds of entry, adopt the fol-

lowing order: person, place, subject (other than person or place), title.

(2) Subject entries under a personal or corporate name are to be filed immediately after the author entries for the same name.

(3) Subdivisions under person, place or subject file after the person, place or subject without subdivision and before other headings beginning with the same word.

```
Love (person)
   Love, John L.
   LOVE, JOHN L.
   Love, William
LOVE (subject)
   LOVE
   LOVE - POETRY,  see  LOVE POETRY
   LOVE - QUOTATIONS, MAXIMS, ETC.
   LOVE (IN THEOLOGY)
Love (titles, etc.)
   Love
   Love and beauty
   Love-letters
   LOVE POETRY
   Love songs, old and new

Baltimore (person)
   Baltimore, Frederick Calvert,  7th baron
Baltimore (place: author)
   Baltimore
   BALTIMORE - Board of health
   BALTIMORE - BOARD OF HEALTH
   Baltimore - Fire dept.
BALTIMORE (place: subject)
   BALTIMORE
   BALTIMORE - DESCRIPTION
   BALTIMORE - HISTORY
   BALTIMORE, OHIO  [another place]
Baltimore (titles, etc.)
   Baltimore American
   BALTIMORE CO., MD.
   Baltimore, past and present
```

b) Alphabetic order

(1) When the same word, or combination of words, is used as the heading of different kinds of entry, arrange the entries alphabetically by the word following the entry word. Disregard kind of entry and form of heading, *except* as follows: —

(2) Arrange personal surnames before the other entries beginning with the same word.

This almost universal practice is adopted for practical convenience because users of the catalog may not know the designation or forename of the person sought and are confused and annoyed at having to search through so many entries that are not personal names.

Note: Small libraries may prefer to interfile personal names also.[13]

(3) Subject entries under a personal or corporate name are to be filed immediately after the author entries for the same name.

(4) When title and subject headings are identical, file the title entries after the subject entries.

This segregation of title entries facilitates the search for a title when the author is not known, especially when the subject entries are numerous. In order that the title entries may not be overlooked, a guide-card should be used.

When, however, subject entries are few or the subject is a place, the title entries may be interfiled with the subject entries, arranging by the main heading of the book. This practice is recommended to small libraries. (cf. Rule 32:c)

```
Love, John L
LOVE, JOHN L
Love, William
LOVE
Love
Love and beauty
LOVE (IN THEOLOGY)
Love-letters
A love match
LOVE POETRY
LOVE - QUOTATIONS, MAXIMS, ETC.
Love songs, old and new

Baltimore, Frederick Calvert,  7th baron
Baltimore American
Baltimore and Ohio magazine
BALTIMORE CO., MD.
Baltimore, Md.[14]
BALTIMORE, MD.
Baltimore. Md.  Board of health
BALTIMORE, MD.  BOARD OF HEALTH
BALTIMORE, MD. - DESCRIPTION
Baltimore, Md.  Fire dept.
BALTIMORE, MD. - HISTORY
Baltimore, Ohio
Baltimore, past and present
Baltimore weekly magazine
```

[13] S. G. Akers, *Simple library cataloging* (Chicago: American library association, 1927), p.70.

[14] The name of the state has to be inserted to maintain the alphabetic order. (*See* Rule 32:*d Note*)

25.-26. Arrangement under author

Rule 25 covers the general alphabetic arrangement of entries under an author's name.

When, however, under a classic or voluminous author, the alphabetic order becomes difficult to consult because of the number of titles, editions, translations, etc., a grouping of entries should be introduced. Rule 26: *a* offers a simple grouped arrangement, adapted to the use of public libraries, which may be adopted, in part or in whole, as the need arises. Rules 26: *b* and 26: *c* outline alternative arrangements for university and large reference collections, where a more detailed grouped order, with subarrangement primarily by date, is usually required.

25. General arrangement under author

Under an author's name, personal or corporate, arrange the entries in two files: (*a*) works by the author, (*b*) works about the author.

a) Works *by* the author

(1) Arrange in one file all the entries, both main and secondary, for a person as author, joint author, compiler, editor, illustrator, translator and general added entry. Subarrange alphabetically by the title of the book.

Note: An earlier practice, still followed in some libraries, is to arrange the secondary author entries in a separate alphabet after the main author entries. This practice is not recommended because users of the catalog overlook entries so filed.

(2) In interfiling the secondary author entries with the main author entries, disregard the main author heading on the secondary entry cards and subarrange by title. To make this clear, underline the word in the title by which the entry is subarranged, or line out the main entry heading.

Optional exception: When a secondary entry is the editor or translator of another person's work, especially in the case of classic authors, subarrange by the main author heading instead of by the title. But do not do so if the editor or translator may be looked for as the author of the book either because of the wording or typography of the title page or because the editorial work is as important as the text. Since this is a matter of judgment, the filing should be clearly indicated by the cataloger.

(3) At the beginning of a title the author's name, even in the possessive case, may be disregarded; but not if it forms an integral part of the title.

```
Cicero
  (Ciceron.) L'amitié
  (Cicero's) Offices
  (Cicero:) select orations
  (Cicero's) selected orations
Shakespeare
  (Shakespeare's) As you like it
  (Shakespeare's) historical plays
   Shakespeare adaptations
   Shakespeare's genius
```

(4) Analytics: Alphabet an author analytic by the title of the analytic, not by the title of the book. If there are two analytics of the same title subarrange by the main entry of the book.

If the title of an analytic and of a separate work are the same, file the separate work first, disregarding a subtitle or a second title, if any.

```
O'Neill
   The emperor Jones, Different, The straw
O'Neill
   The emperor Jones  (In Church.  Curtain!)
O'Neill
   The emperor Jones  (In Locke.  Plays of Negro
       life)
```

Note: It is clearer if the title as well as the author of the analytic is typed in the heading. Otherwise the analytic title should be underlined where it appears on the card.

(5) Criticisms: File a criticism of a particular title, edition, or translation, immediately after the entry for that title, edition or translation.

(6) Editions: Editions of the same title may be variously arranged depending partly on the character of the material and partly on the type of library to be served.

For scientific, technical and other factual material, arrangement by date is usually important. The latest edition may be filed first by arranging the dates in reverse order.

For belles-lettres, arrangement by publisher, editor, translator, or illustrator is to be preferred in public libraries. Editions, with or without editor, when better known by series (e.g., Loeb classics), should be arranged by series. Arrangement by date better meets the needs of university libraries, but may be used wherever preferred. (Cf. Rule 26: b)

Editions arranged by date only, should precede editions arranged by publisher, editor, etc.

Editions of the same title and same publisher or editor are subarranged by date.

Variations in subtitle may usually be disregarded.

```
McPherson
   A course in general chemistry.  4th ed.  1936
   ______                          2d ed.   1921
   ______                                   1915
   ______                                   1913

Stevenson
   A child's garden of verses, N.Y., Appleton, 1923
   _______                     N.Y., Crowell, c1918
   _______                   Cambridge, Eng., Heffer, 1922
   _______ illus. by Burd    Akron, O., Saalfield, 1929
   _______                   N.Y., Scribner, 1909
   _______ with illus. by Smith.  N.Y., Scribner, 1930
   _______ illus. by Noé          N.Y., Sears
   _______ ; introd. and notes by Weekes. Philadelphia,
                                          Winston, 1928
```

Note: The Stevenson example shows arrangement by publisher. Arrangement by illustrator is shown in the Lang example following; by editor in the examples under Rule 26.

(7) Translations: Either of the following arrangements may be used. The second is suitable for large collections and for voluminous authors.

(a) Arrange each translation alphabetically by its own title. A note under the English title may be used to refer to the title under other languages, if needed.

```
Maeterlinck
  Der blaue vogel
Maeterlinck
  The blue bird
     The library has this book also in French
  (L'oiseau bleu) and in German (Der blaue vogel)
Maeterlinck
  Death
Maeterlinck
  Monna Vanna
Maeterlinck
  La mort
Maeterlinck
  L'oiseau bleu
```

(b) ALTERNATIVE RULE: Arrange translations alphabetically by *language* immediately after the original title. The original title and the language of the translation should appear in the heading of the card. Refer from the title of the translation.

(For an alternative arrangement see Rule 26:c)

```
Maeterlinck
  The blue bird
     Translations are filed alphabetically by
      language after the original title:
      L'oiseau bleu
Maeterlinck
  La mort
Maeterlinck    (La mort. English)
  Death
Maeterlinck
  L'oiseau bleu
Maeterlinck    (L'oiseau bleu. English)
  The blue bird
Maeterlinck    (L'oiseau bleu. German)
  Der blaue vogel
```

(*Note:* Only one reference is shown in the above examples.)

b) Works *about* the author

(1) Arrange in a second file the entries for works about the author, alphabeting by the main entry of the book; or, if an analytic, by the author of the analytic.

Exception: The subject entry for a criticism of an individual title files immediately after the author entries for the title (cf. *a* 5 preceding).

(2) Arrange subject subdivisions alphabetically by the subdivision. (*See* examples under Rule 26)

```
Lang, Andrew
   Adventures among books

   Lang, Andrew,  ed.
Lang, Mrs Leonora Blanche
   Book of saints and heroes

Lang, Andrew
   Complete works

Lang, Andrew
   Homer and the epic

   Lang, Andrew,  tr.
Homerus
   The Iliad

Lang, Andrew
   Late Jacobite tracts (In Bibliographica...)

Lang, Andrew
   The Maid of France
       The library has this title also in
       French (La Pucelle de France)

Lang, Andrew
   The making of religion
```

LANG, ANDREW
THE MAKING OF RELIGION
Tyrrell, George
The faith of the millions, v.2

Lang, Andrew, tr.
Homerus
The Odyssey

Lang, Andrew
La Pucelle de France

Lang, Andrew, ed.
The red fairy book... with numerous illus. by A.J. Ford and Lancelot Speed. London, Longmans, 1890

_____, with illus. by M. DeV. Lee. Philadelphia, Macrae Smith, [1927]

_____; introd. and notes by M.D. Holmes, illus., by Frederick Richardson. Philadelphia, Winston, [1930]

_____, illus. by Gustaf Tenggren. Philadelphia, McKay, 1924

Lang, Andrew, *it. auth.*
Haggard, Sir H.R.
The world's desire

LANG, ANDREW
Gordon, G.S.
Andrew Lang

LANG, ANDREW
Rait, R.S.
Andrew Lang as historian

If the optional exception (*a* 2) is adopted, the order of entries would vary as follows:—

Lang, Andrew
Adventures among books

Lang, Andrew
Complete works

Lang, Andrew
Homer and the epic

Lang, Andrew, tr.
Homerus
The Iliad

Lang, Andrew, tr.
Homerus
The Odyssey

Lang, Andrew, ed.
Lang, Mrs Leonora Blanche
Book of saints and heroes

Lang, Andrew
The making of religion

```
Lang, Andrew, jt. auth.
Haggard, Sir R.H.
  The world's desire
```

For an arrangement under Shakespeare, *see* the Comprehensive example, Appendix V.

26. Special arrangement under classic and voluminous authors

It is difficult for users of the catalog to locate a specific title, edition or translation under a classic author in even a medium-sized collection, therefore great care should be taken that guide-cards indicate clearly the grouping and arrangement of entries. Notes on the guide-cards should explain the order and method of alphabeting within each group.

a) Arrangement 1

Arrange entries in the following main groups: (1) Complete, or nearly complete, works, (2) Selected works, Selections, etc., (3) Single works, (4) Works about the author.

(1) Complete works

Disregard wording of title and arrange by editor; or, if no editor, by series or publisher if well-known, otherwise by date. (cf. Rule 25: *a* 5-7)

(2) Selected works (partial collections, collected fragments and spurious works). Selections (anthologies, quotations, etc.). Arrange by *title* and subarrange according to Rule 25: *a*.

Note 1: When the title of a partial collection, consisting of two or more works, begins with the title of the first work (e.g., Cicero, De senectute et De amicitia), the entry is probably better filed with the entries for the first work under *Single* works, disregarding the other titles in the entry. Added entry may be made for the other title or titles.

Note 2: Selections (anthologies, extracts, quotations and other miscellanea) may, if preferred, form a separate group arranged before or after *Single* works.

(3) Single works (including fragments of a single work and single spurious or attributed works)

Arrange alphabetically by the best-known title in the original language.[15] Indicate the titles by guide-cards and refer from other forms of the title and from well-known forms of the English title.

Under each title subarrange the entries like *Complete* works.

[15] It is suggested that the Library of Congress Classification schedules for class P-PZ (Literature) be used to establish the original titles.

Note: For public libraries, arrangement under the best known English title may be preferred, with reference from the original title; e.g., under Cicero use the title Friendship and refer from Amicitia, De amicitia, Laelius.

(4) Works about the author
See Rule 25:*b*

Cicero. Complete works. Latin text
Arranged by editor, series or pubisher, disregarding wording of title:

Opera; ed. stereotypa		1816-22?
Opera.	Baiter	1860-69
M. Tullii Ciceronis opera.	Ernesti	1810
M. Tullii Ciceronis opera omnia.	Ernesti	1819
Opera.	Gronovius	1692
Scripta quae manserunt omnia.	Klotz	1855-83
M. Tullii Ciceronis opera.	Lallemand	1768
Opera.	Olivet	1758

Cicero. Complete works. (Translations)
Arranged by language and under language by translator.

The works of Cicero	English	
Oeuvres...	French	Du Ryer
Oeuvres complètes...	French and Latin[16]	Nisard
Oeuvres complètes...	French	Prévost

Cicero. Selected works. Selections, etc. (Latin text)
Arranged by title

Ars oratoria; selections
Cicero's correspondence
Cicero's idioms
De officiis; De amicitia; De senectute; Paradoxa...[17]
Eleven orations of Cicero
EPISTOLAE
Boot. Observationes criticae
Epistolae ad familiares
EPISTOLAE AD FAMILIARES. 1474
Scholderer. A supposed Foligno edition of 1474
(Cicero's) essays on old age and friendship; and Cicero's Oration for Milo
Extracts from Cicero
Offices, essays and letters of Cicero
Orationes et epistolae selectae
Orations; ed. by Moore
Orations; ed. by Yonge
Select orations and letters
(Cicero): ten orations and selected letters
Thesaurus

Cicero. Selected works. Selections. (Translations)
Arranged by language and under language by translator.[18]

---

[16] May be arranged with original texts, if preferred.
[17] May file among Single works under first title, if preferred.
[18] May file by title under language, if preferred.

Cicero's essays on Old age and Friendship; also his Paradoxes English Edmonds
Cicero's three books of offices; also his Cato major... [etc.] English Edmonds
Letters to several of his friends English Melmoth
Letters to his friends (Loeb classics) English Williams
Lettres de Cicéron à ses amis French and Latin Prévost

Cicero. Single works
Academica (Academicae quaestiones)
Amicitia, see Laelius
Ars rhetorica, see Rhetorica
Brutus (De claris oratoribus)
Cato major de senectute. (Latin text)
Laelius et Cato major
De senectute; dialogue on old age Allen
Caxton: Tulle Of olde age Caxton & Sussebach
Cato major de senectute. Laelius Crowell
De senectute et De amicitia Dillaway
Cato major de senectute Huxley
Cato major et Laelius Stickney
Cato major de senectute. (Translations)
Arranged by language and under language by translator.
A defense of old age... English Houghton
Cato major; or A discourse on old age... English Logan
Cato, or An essay on old age... English Melmoth
Consolatio
De amicitia, see Laelius
De claris oratoribus, see Brutus
De consolatione, see Consolatio
De fato
De finibus bonorum et malorum
De inventione rhetorica, see Rhetorica
De officiis
De officiis. Atzert
De officiis; tr... M'Cartney
DE OFFICIIS
Adams. De officiis et paradoxa
Nelson. De officiis in Christian thought
De senectute, see Cato major
Dream of Scipio, see Somnium Scipionis
Friendship, see Laelius
Laelius de amicitia
Laelius et Cato major 1854
De senectute et De amicitia Crowell
Laelius de amicitia Reid
Cato major et Laelius Stickney
Laelius; a dialogue on friendship Shuckburgh
Officia, see De officiis
Old age, see Cato major
On friendship, see Laelius
On old age, see Cato major
Rhetorica

Somnium Scipionis
Conway. From Orpheus to Cicero

CICERO. Works about
Boissier
Cicero and his friends
Conway
Makers of Europe
Caesar the destroyer. The originality of Cicero.
Peterson
Cicero, a biography

CICERO – BIBLIOGRAPHY
CICERO – LANGUAGE

Shakespeare. Complete works (Includes complete dramatic works)
Arranged by editor, etc., disregarding wording of title.
Shakespeare's comedies, histories and tragedies. 1623 (repr.1902)
Mr William Shakespeare's comedies, histories and tragedies. 1632 (repr.1909)
Complete works. 1905?
Bell's edition of Shakespeare
The family Shakespeare, ed. by Bowdler
Complete works, ed. by Craig. (Oxford Shakespeare)[19]
Oxford Shakespeare; the complete works, ed. by Craig[20]
Works... ed. by Gollancz. (Temple Shakespeare)[19]
Pictorial edition... ed. by Knight. 1839-43
Knights cabinet edition... 1851
Pictorial edition... ed. by Knight. 2d rev. ed. 1867

Shakespeare. Complete works. (Translations)
Arranged by language and under language by translator.

Shakespeare'n draamoja	Finnish	Cajender
Oeuvres dramatiques	French	Duval
Oeuvres complètes	French	Guizot
Shakespeare's dramatische werke	German	Schlegel

Shakespeare. Poetical works. (Collected and Selected)
For the Sonnets alone, and for single poems (e.g., Venus and Adonis) *see* the file of *Single works*. Collections and selections of the poems are arranged by title.
A book of Shakespeare's songs
Poems. (Ariel edition)
Poems; ed. by Brooke
Poetical works of Shakespeare and Jonson
Songs and sonnets; ed. by Palgrave
Songs and sonnets; illus. by Robinson
Songs from the plays
Under the greenwood tree; songs from the plays

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[19] May be arranged by series, if preferred.
[20] May be arranged by "Oxford," if preferred.

Shakespeare. Poetical works. (Translations)
Arranged by language and under language by translator.
Poems et sonnets French Lafond

Shakespeare. Poetical works. (Criticism)
Lloyd, W.W. Critical essays on the lays of Shakespeare

Shakespeare. Selected works. Selections, etc.
Arranged by title.
For selections from the poetical works, *see* the file of *Poetical works* preceding.
Aphorisms from Shakespeare
The beauties of Shakespeare
The children's Shakespeare
Comedies; ed. by Craig
Doubtful plays
Five plays of Shakespeare
Longman's school Shakespeare
The masques of Psyche [scenes]
Shakespeare adaptations
Shakespeare apocrypha
A Shakespeare festival [a secondary entry with main entry under Simons]
Shakespearean comedies; ed. by Hale
Tragedies; ed. by Craig
The will

Shakespeare. Selected works. (Translations)
Arranged by language.
Shakespeare anthologie German
Dramas [4 plays]; tr. by Moratín Spanish

Shakespeare. Single works
Arranged under each work by editor, series, etc., disregarding the wording of the title.[21]
As you like it
As you like it; ed. by Darton (Bankside edition)[22]
As you like it. (Ben Greet Shakespeare)
Shakespeare's As you like it Cooper
The comedy of As you like it (Eclectic classics)
Shakespeare's comedy of As you like it Rolfe
As you like it (Translations)
A piacer vostro Italian
Catharine and Petruchio, see his Taming of the shrew
Edward III, see Edward III (Drama)
Hamlet
Shakespeare's tragedy of Hamlet
Henry IV, see his King Henry IV
Julius Caesar
The plays of Shakespeare. The tragedy of Julius Caesar

---

[21] Arrangement by title can be used, if preferred.
[22] Arranged by edition because better known, but arrangement by editor would also be correct.

King Henry IV
  King Henry the Fourth
King Henry IV, part 1
  The historie of Henrie the Fourth. Part 1
King Henry IV, part 2
  The second part of King Henry the Fourth
King Henry IV, part 2 (Translations)
  Enrico IV (parte seconda) tr. Angeli. Italian
King Richard III
  Richard the Third, a tragedy
Locrine [spurious and doubtful work], see Locrine
Much ado about nothing
  The comedy of Much ado about nothing
Raigne of King Edvvard the Third, see Edward III (Drama)
Richard III, see his King Richard III
Songs, see the file of Poetical works preceding.
Sonnets
  Shak-speares Sonnets 1609 (repr. 1926)
  Sonnets, and A lover's complaint Alden
  The original order of Shakespeare's sonnets Bray
  Shakespeare's sonnets Brooke
  The sonnets Mosher, publ.
Sonnets (Translations)
  Le secret de Shakespeare; les sonnets French. L'Hommedé
  Shakespeare sonnets German. George. 1909
  Sonnette German. George. 1931
  Sonetos Spanish. Astrana Marín
Sonnets (Criticism)
  Godwin. A new study of the sonnets
  Hitchcock. Remarks on the Sonnets
Taming of the shrew
  A modern prompt book of...Taming of the shrew. Bacon and Kennedy
  The taming of the shrew. Coriolanus. Booklovers ed.
  Catharine and Petruchio Garrick
  The taming of the shrew, a comic opera by Goetz.
    [a secondary entry with main entry under Goetz]
  Shakespeare's comedy of the Taming of the shrew. Rolfe
Taming of the shrew. (Translations)
  Kunst über alle künste German. Kohler
  Der widerspenstigen zähmung German. Weber
Two noble kinsmen, see Fletcher, John. The two noble kinsmen.
Venus and Adonis
  Adaptation of Shakespeare's poem Venus and Adonis
The winter's tale
  The comedy of the winter's tale; abr. by Hiestand
  Shakespeare's The winter's tale; ed. by Hudson

```
SHAKESPEARE.  Works about
  SHAKESPEARE - ADAPTATIONS
  SHAKESPEARE - AUTHORSHIP
  SHAKESPEARE - BIBLIOGRAPHY
  SHAKESPEARE - COMEDIES
  SHAKESPEARE - CONCORDANCES, INDEXES, ETC.
          etc., etc.
```

For a simplified arrangement of Shakespeare according to Rule 25, *see* the Comprehensive example, Appendix V.

b) Arrangement 2 (For large reference collections)[23]

Arrange entries in the following main groups:—1. Complete works, 2. Selected works: Partial collections (miscellaneous), 3. Selected works: Particular groups, 4. Single works. 5. Spurious and doubtful works, 6. Selections: anthologies, extracts, quotations, etc., 7. Subject entries.

(1) Complete works

Arrange in the following order:—

(a) Manuscripts and facsimiles of manuscripts

Arrange by date. A facsimile is arranged by date of the original.

(b) Texts in the original language

Arrange first by date and then by editor, disregarding variations in the wording of the title. Supply approximate date. Facsimiles and reprints are arranged first by date of the original and secondarily by date of the reprint.

(c) Translations

Arrange alphabetically by language and under language subarrange by date.

(d) Criticisms of a particular edition or translation

Arrange immediately following the text of that edition or translation.

(2) Selected works: partial collections

Arrange like Complete works

(3) Selected works: particular groups

Arrange alphabetically by the best-known group-title in the original language, and under each group-title arrange the entries like Complete works.

Note: If this separate arrangement of special groups is not desired, the groups may be included either with the other partial collections (2) or with the Single works (4).

[23] Since any general scheme has to be adapted to the individual author, no examples are given under Rules 26: b and 26: c.

(4) Single works

Arrange alphabetically by the best known title in the original language (cf. 26: *a*3). Under each title subarrange as follows: —

(a) Texts in the original language. Arrange like Complete works.

(b) Translations. Arrange as under Complete works.

(c) Criticisms, etc. Arrange alphabetically by author of the criticism. *Exception:* a criticism of a particular edition or translation files immediately after that edition or translation.

(5) Spurious and doubtful works

Arrange (*a*) Collections; (*b*) Single titles. Under each subarrange like Complete works.

(6) Selections: anthologies, etc.

Arrange like Complete works. If preferred, the subarrangement under original texts and translations may be by title.

(7) Subject entries

See Rule 25: *b*

c) Arrangement 3 (ALTERNATIVE rule for large collections)

The distinguishing characteristic of this alternative arrangement is that translations and criticisms form separate groups following the entire body of original texts.

Arrange the entries in the following main groups: —1. Original texts, 2. Translations, 3. Biography and general criticism, 4. Criticism of individual works, 5. Other subject entries

(1) Original texts

Arrange as follows: —

(a) Complete works

(b) Selected works

(c) Single works

(d) Spurious and doubtful works

(e) Selections

Subarrange each section as in 26: *b* 1-6, omitting translations and criticisms.

(2) Translations

Arrange by language and under language subarrange according to the sections *a-e* under Original texts.

Note: English translations may be placed first, if preferred.

(3) Biography and general criticism
Arrange by main entry.

(4) Criticism of single works
Arrange by the title of the Single work and subarrange by the author of the criticism.

(5) Other subject entries
See Rule 25: *b*

27. Corporate entries (Institutions, organizations, societies, etc.)

For corporate entries under country, state, city, etc., *see* Place arrangement (Rules 31-32) and example under U.S. Congress (Rule 38: *c*).

a) Under the corporate author headings for institutions, societies, etc. (e.g., churches, denominations, museums, universities, etc.) arrange titles and added entries according to the rules adopted for personal author entries (Rule 25).

b) Arrange subdivisions, both author and subject, in one alphabet.

```
Baptists.  Alabama
Baptists.  Alabama.  State convention
BAPTISTS.  BIOGRAPHY
Baptists.  Board of education
BAPTISTS.  HISTORY
Baptists.  Massachusetts.  Berkshire association
BAPTISTS.  OREGON
Baptists.  Oregon.  General association
BAPTISTS.  U.S.

Catholic church
CATHOLIC CHURCH
CATHOLIC CHURCH.  BIBLIOGRAPHY
Catholic church.  Catechisms
CATHOLIC CHURCH.  CATECHISMS AND CREEDS
Catholic church.  Councils
CATHOLIC CHURCH.  DISCIPLINE
CATHOLIC CHURCH.  HISTORY
Catholic church.  Liturgy and ritual
CATHOLIC CHURCH.  LITURGY AND RITUAL
Catholic church.  Pope
Catholic church.  Treaties

Harvard university
HARVARD UNIVERSITY
Harvard university.  Arnold arboretum
HARVARD UNIVERSITY.  BIOGRAPHY
Harvard university.  Class of 1883
Harvard university.  Class of 1901
Harvard university.  Dental school
Harvard university.  Dramatic club
HARVARD UNIVERSITY.  EXAMINATIONS
```

```
Harvard university.  Harvard alumni association
Harvard university.  Library
HARVARD UNIVERSITY.  LIBRARY
```

When a large number of entries exist under a corporate heading, a special scheme of arrangement may become advisable. Author and subject entries may be separated; and/or geographical subdivisions may be formed into a separate group. The Library of Congress indicates by the use of bold-faced type that, under a university, entries for alumni, student and similar organizations (e.g., Harvard university. Class of 1901, Harvard university. Dramatic club) may be filed separately. Such variations from a single alphabet should be made by large libraries as the need for them arises.

28.-30. Anonymous classics: Bible and other sacred books

Variation of cataloging practice in the formation of Bible and other anonymous classic headings makes it difficult to formulate a generally acceptable filing arrangement. The Library of Congress is revising its Bible headings to give language division precedence over form division in main-entry headings, e.g., Bible. *English. Selections* instead of Bible. *Selections. English;* and by using the latter as an added entry, makes possible a double arrangement. *See* Conspectus of L.C. Bible arrangement, Appendix IV. Since few libraries require this elaborate system of double entries and double arrangements, the following schemes are recommended:—

Rule 28 is an arrangement, based on the Library of Congress revised headings, that is *suitable for large collections.*

Rule 29 is a simplified, more nearly alphabetic arrangement, *suitable for smaller and medium sized collections.*

For a strictly alphabetical arrangement for small collections, see Appendix V.

28. Bible. For large collections, based on Library of Congress revised headings.

Arrange Bible entries in groups in the following order:—

a) Bible. Manuscripts

Arrange by language and under each language by parts. Refer from the parts, viz., Bible. O.T. Manuscripts, *see* Bible. Manuscripts. Language. O.T.

b) Bible as a whole

(1) Texts: arrange alphabetically by language. A polyglot Bible may file before the single languages or in its alphabetical place.

Under each language, subarrange in two main groups:—

(a) By date, and then by version or editor.

ALTERNATIVE: Libraries that prefer to keep versions together may do so by arranging first by version or editor and then by date; entries with date only preceding those arranged by version, viz.,

```
Bible.  English.  1811
        English.  Authorized.  1611
        English.  Authorized.  1763
        English.  Douai.  1852
        English.  Fenton.  1938
        English.  Geneva.  1590
        English.  Moffatt.  1926
        English.  Moffatt.  1935
```

(b) By form division, alphabetically, as

```
Bible.  Language.  Lessons, Liturgical
Bible.  Language.  Paraphrases
Bible.  Language.  Selections
```

Under the form divisions, the further subarrangement may be either by date (Library of Congress) or by title; the latter of these is to be preferred by public libraries because the titles are usually distinctive.

(2) Bible as subject

Arrange alphabetically by subject subdivision, and under each subdivision by main entry.

c) Bible. Old Testament.

(1) Texts: arrange as in b 1 above.

(2) Subject: arrange as in b 2 above.

(3) Parts; under each part arrange by language and by subject as above. The parts of the Old and New Testaments may be arranged either in alphabetical or in canonical order. The alphabetical is recommended since the canonical is no longer familiarly known. If the canonical is used, the parts should be listed on a guide-card at the front of each drawer, or a numbered alphabetical index should be filed at the beginning of the section, *see* Index table, Appendix IV. Groups of books, such as the Pentateuch, should file in their alphabetical places; or, if the canonical order is adopted, before the first book of the group.

d) Bible. New Testament

Arrange like the Old Testament

e) Bible (titles, etc.)

Bible. Manuscripts

Bible. Manuscripts, Church Slavic. N.T. Gospels
Bible. Manuscripts, Gothic. Codex argenteus
Bible. Manuscripts, Greek. Codex vaticanus
BIBLE. MANUSCRIPTS, GREEK. CODEX VATICANUS
Bible. Manuscripts, Greek. O.T. Genesis
Bible. Manuscripts, Greek. N.T. Codex vaticanus
Bible. Manuscripts, Latin. O.T. Psalms
BIBLE. MANUSCRIPTS
Bible. Manuscripts. Facsimiles

Bible. Texts, arranged by language

Bible. Polyglot. 1901
Bible. Armenian
Bible. English. 1881. Revised
Bible. English. 1911. Authorized
Bible. English. 1922. Moffatt
Bible. English. 1931. Authorized
Bible. English. Paraphrases. 1902
The Christ of the ages in words of Holy writ.
Bible. English. Paraphrases. 1934
The Bible in song.
Bible. English. Selections. 1887
Commands and promises for daily meditations.
Bible. English. Selections. 1911
The busy man's Bible.
Bible. English. Selections. 1915
Gems from the Bible.
Bible. English. Selections. 1918-21
The shorter Bible.
Bible. English. Selections. 1929
Familiar Bible quotations.
Bible. French. 1856. Martin
Bible. French. 1858. Martin
Bible. French. Selections
Bible. German. 1580. Luther
Bible. German. 1865. Allioli
Bible. German. Paraphrases
Bible. Portuguese

BIBLE. SUBJECT

BIBLE – BIBLIOGRAPHY
BIBLE – COMMENTARIES
BIBLE – HISTORY
BIBLE – HISTORY OF BIBLICAL EVENTS
BIBLE – INTRODUCTIONS

Bible. Old Testament. Texts

Bible. O.T. Manuscripts
see Bible. Manuscripts
Bible. O.T. English. 1917
Bible. O.T. English. 1920
Bible. O.T. English. Selections. 1904
Narratives of the beginnings of Hebrew history.

Bible. O.T. English. Selections. 1906
Bible stories (Old Testament)
Bible. O.T. German. 1914
Bible. O.T. Hebrew. 1667

BIBLE. O.T. SUBJECT
BIBLE. O.T. – ANTIQUITIES
BIBLE. O.T. – BIOGRAPHY
BIBLE. O.T. – COMMENTARIES

Bible. O.T. Parts
Bible. O.T. Amos. English. 1911
Bible. O.T. Amos. English. 1929
Bible. O.T. Amos. French. 1913
BIBLE. O.T. AMOS
Bible. O.T. Apocrypha. English. 1888
BIBLE. O.T. APOCRYPHA
Bible. O.T. Apocrypha. Baruch
Bible. O.T. Apocrypha. Esdras
Bible. O.T. Apocrypha. Maccabees
Bible. O.T. APOCRYPHA. MACCABEES
Bible. O.T. Apocrypha. 1 Maccabees
Bible. O.T. Apocrypha. 2 Maccabees
Bible. O.T. Apocryphal books
Bible. O.T. Chronicles. English
Bible. O.T. Chronicles. Latin
BIBLE. O.T. CHRONICLES.
Bible. O.T. 1 Chronicles
Bible. O.T. 2 Chronicles
Bible. O.T. Daniel
Bible. O.T. Deuteronomy
Bible. O.T. Genesis
Bible. O.T. Heptateuch
Bible. O.T. Maccabees
see Bible. O.T. Apocrypha. Maccabees
Bible. O.T. Pentateuch
Bible. O.T. Samuel

Bible. New Testament
Arrange like O.T.

Bible. Titles, etc.
Bible and science
Bible in Spain
Bible plays

29. Bible. Alphabetic order for smaller collections

This is a simplified scheme for libraries that prefer an alphabetic order under the Bible and its parts. The English language may be omitted, if preferred, in order to bring the English texts first. Language divisions have been dropped under subordinate parts of the Old and New Testaments, because the libraries using this scheme will probably not have enough texts under any one part to make language division necessary.

a) Bible as a whole

Arrange all divisions (language, form and subject) in one alphabet.

Under each language, subarrange texts by date and then, if needed, by version or editor. (Cf. Alternative under Rule 28: *b* 1 *a*)

When the same heading is used for a text and for a subject entry, the text precedes the subject.

b) Bible. Old Testament

Arrange all divisions, including the parts, in one alphabet; subarranging texts as above.

c) Bible. New Testament

Arrange like Old Testament.

d) Bible. Titles, etc.

```
Bible
  Bible. 1881.  Revised
  Bible. 1911.  Authorized
  Bible. 1922.  Moffatt
  Bible. 1931.  Authorized[24]
  BIBLE
  BIBLE - ANTIQUITIES
  Bible.  Armenian
  BIBLE - BIBLIOGRAPHY
  BIBLE - COMMENTARIES
  Bible.  Dutch
  Bible.  French
  BIBLE.  MANUSCRIPTS
  Bible.  Manuscripts.  Facsimiles
  Bible.  Manuscripts, Greek.  Codex vaticanus
  Bible.  Manuscripts, Greek.  O.T.  Genesis
  Bible.  Manuscripts, Greek.  N.T.
  Bible.  Manuscripts, Latin.  O.T.  Psalms
  Bible.  Manx
  Bible.  Paraphrases
      The Bible in song
      The Christ of the ages in words of Holy writ
      Neue Bibel...nachgedichtet von Kaegi
      Récits sacrés
  Bible.  Polyglot
  BIBLE - PROPHECIES
  Bible.  Selections
      Die Bibel in auswahl für haus
      The busy man's Bible
      Familiar Bible quotations
      Perlen der Bibel
      The shorter Bible
```

[24] If "English" is inserted in the heading, these first four entries will file after Bible. Dutch.

2. The local institutions (churches, libraries, museums, schools, universities, etc.) that are entered under the name of the place. Both author and subject entries.
3. A place as subject, with the subject subdivisions.
4. Other places of the same name (e.g., London; London, Ohio; London, Ont.) each of which may have entries as listed in 1-3 above.
5. Societies and other organizations whose names begin with the place name (e.g., London mathematical society); both author and subject entries. These are not necessarily located in the place.
6. Geographical, ecclesiastical, and other headings beginning with the same name, such as counties, townships, rivers, lakes, gulfs, mountains, etc.; e.g., New York (City), New York (Colony), New York (County), New York (State), London (Diocese), Los Angeles river, Washington County.
7. Inverted headings, such as Concord, Battle of, Berlin, Treaty of, Washington, Fort. Some of the inverted headings are also geographical headings, e.g., Washington, Mt., Mexico, Gulf of.
8. Names of ships, etc., e.g., Pennsylvania (Battleship), Los Angeles (Airship).
9. Titles and phrase subject headings beginning with the same name.

The problem is to combine these various types into one or more groups so that users of the catalog may locate a specific entry with a minimum of searching, and yet to have due regard to the needs of research workers. There has been no uniform library practice in the arrangement of place entries. *Two orders of arrangement* have therefore been selected for recommendation. *Rule 31 gives a grouped order,* either a three-group or a two-group arrangement; and *Rule 32 gives* a single group or *straight alphabetic arrangement.*

31. Place arrangement (Grouped order)

a) Three-group order

Arrange entries beginning with the same geographical term in three main groups, as follows:—1. Place as corporate author with subject entries about the corporate author, 2. Place as subject, 3. Societies, organizations, titles, and all other entries beginning with the same geographical name.

Note: The chief advantage of the three-group order is that it concentrates the official and nonofficial author entries in one alphabet and so facilitates the checking of bibliographical lists and references. To libraries in which the segregation of the corporate author entries

is not of paramount importance, the two-group order (*see* alternative Rule 31:b) is recommended. The latter arrangement has the advantage of keeping in the same group the subject entries for a place as corporate author and the general subject entries for the place and thus eliminates many cross references.

(1) Place as corporate author (cf. Preliminary note 1-2)

Interfile in one alphabet the entries, both author and subject for the official divisions and for the nonofficial local institutions.

Note: The Library of Congress on its printed cards distinguishes by the use of italics in the subhead, entries for official divisions from entries for nonofficial local institutions, e.g., Washington, D.C. *Board of health* (official) and Washington, D.C. Board of trade (nonofficial) and files them in separate groups. A few of the larger libraries may prefer to follow the Library of Congress practice; but in general this is not recommended because users of the catalog do not distinguish between official and nonofficial headings. For those libraries that prefer to file nonofficial public institutions in the third group with societies and other organizations, an example will be found under New York (Appendix I).

(a) Arrange headings consisting of the place name followed by such terms as *defendant, plaintiff,* etc., before any of the official divisions.

(b) Arrange headings of the official bureaus, departments, etc., and of local institutions by the *first* word of the subhead, e.g.,

U.S. – Bureau of education
U.S. – Dept. of agriculture

with reference from the distinctive subject word in the subhead, e.g.,

U.S. – Education, Bureau of see
U.S. – Bureau of education

(c) ALTERNATIVE: Disregard the words Board of, Bureau of, Dept. of, etc., and alphabet by the *topical* word or phrase in the subhead. Underline the topical word and make a blanket reference from the disregarded phrase.

Note: The advantages of this alternative are: that a person may remember the topical word but may not know whether the object of his search is a bureau, a board or a department; that in case of reorganization and change of name, the distinctive part of the name is likely to be retained; that there is a subject value in arrangement by topical word.

The objection to this arrangement is that there is no standard practice in regard to the adoption of the topical word. Some libraries disregard the topical order when the official name begins with an adjective, such as Advisory, Central, Federal, National, etc., and alphabet by these; other libraries do not. If the topical word order is followed in all cases, cross references should be made from the official name beginning with an adjective.

U.S. Advisory council on social security, see
U.S. Advisory council on social security
U.S. Bureau of agricultural economics
U.S. Dept. of agriculture
U.S. Federal committee on apprenticeship
U.S. Bureau of...
Government bureaus are arranged by the topical word or phrase underlined in the name, e.g.,
U.S. - Bureau of education
U.S. Bureau of the census
U.S. Census office
U.S. Dept. of commerce
U.S. Council of national defense, see U.S.
Council of national defense
U.S. Bureau of education
U.S. Office of education
U.S. Federal committee on apprenticeship, see
U.S. Federal committee on apprenticeship
U.S. Bureau of foreign and domestic commerce
U.S. Commission on industrial relations
U.S. National bureau of standards, see U.S.
National bureau of standards
U.S. Council of national defense
U.S. Advisory council on social security
U.S. National bureau of standards

(d) When there are author and subject entries for the same heading, file the subject after the author.

(2) Place as subject (cf. Preliminary note 3)

Arrange the subject subdivisions alphabetically. (cf. *Arrangement under Subject,* Rules 33-35 and *Chronological arrangement,* Rule 38)

(3) Societies, organizations, titles and all other entries beginning with the same geographical name (cf. Preliminary note 5-9)

Arrange alphabetically by the word, or words, following the place name, disregarding punctuation.

(4) When there are two or more places of the same name, the places are arranged alphabetically by the designation following the name, e.g.

London and Middlesex historical society, London, Ont.
London magazine
London Shakespeare league
London. University
For material by or about this institution, see Author file preceding.

Washington, D.C. (Corporate author and subject entries about corporate author)
Washington, D.C. Academy of sciences
See Washington academy of sciences in the file of Titles, etc. following.
Washington, D.C. All souls church
Washington, D.C. Board of health
Washington, D.C. Board of trade
Washington, D.C. Conference on the limitation of armaments, 1921-1922
Washington, D.C. Council
Washington, D.C. Council of social agencies
Washington, D.C. National gallery
Washington, D.C. Public library
WASHINGTON, D.C. PUBLIC LIBRARY
Washington, D.C. Water dept.
WASHINGTON, D.C. WHITE HOUSE
WASHINGTON, D.C. (Subject entries about place)
WASHINGTON, D.C. - DESCRIPTION
WASHINGTON, D.C. - HISTORY
WASHINGTON, D.C. - WATER SUPPLY
Washington (State) (Corporate author and subject entries about corporate author)
Washington (State) Agricultural experiment station, Pullman
Washington (State) Bureau of labor
Washington (State) Canal commission
Washington (State) Geological survey
WASHINGTON (STATE) GEOLOGICAL SURVEY
Washington (State) State college, Pullman
Washington (State) State forestry board
Washington (State) State historical society, Tacoma
See Washington state historical society, Tacoma, Wash. in the file of Titles, etc. following.
Washington (State) State library, Olympia
Washington (State) University
WASHINGTON (STATE) (Subject entries about place)
WASHINGTON (STATE) - DESCRIPTION AND TRAVEL
WASHINGTON (STATE) - HISTORY
WASHINGTON (STATE) - SOCIAL LIFE AND CUSTOMS
Washington (Ter.)
Washington (Ter.) Auditor's Office
Washington (Ter.) Laws, statutes, etc.
WASHINGTON (TER.) - HISTORY
Washington (Titles, etc.)
Washington; a poem

Washington academy of sciences
WASHINGTON (BATTLESHIP)
Washington Co., Ala.
Washington county historical society, Abingdon, Va.
WASHINGTON, FORT
WASHINGTON, MT.
Washington state bar association
Washington state historical society, Tacoma, Wash.
Washington university, St. Louis

See also the examples shown under New York and United States in Appendix I.

b) Two-group order

Follow the general directions under Rule 31*a*, but interfile in one group the author and subject entries.

London (place)
London
LONDON
London. Aëronautical exhibition, 1868
LONDON - ANTIQUITIES
London. Charing Cross hospital
London. County council
LONDON. COUNTY COUNCIL
LONDON - DESCRIPTION
London. Guildhall library
LONDON - HISTORY
London. National gallery
LONDON. NATIONAL GALLERY
London. Naval conference, 1930
London. Ordinances
London. St Paul's cathedral
London. School board
LONDON - SOCIAL LIFE AND CUSTOMS
London. University
London (Diocese)
London, Ohio
London, Ont.
LONDON, ONT. - ANTIQUITIES
London, Ont. Council
London, Ont. University of western Ontario

London (Titles, etc.)
London; a guide...
London and Londoners
London and Middlesex archaeological society

Washington, D.C.
Washington, D.C. Academy of sciences
see Washington academy of sciences in the file of Titles, etc., following
Washington, D.C. All souls church
Washington, D.C. Board of health
Washington, D.C. Board of trade

Washington, D.C. Conference on limitation of armaments, 1921-1922
Washington, D.C. Council
Washington, D.C. Council of social agencies
WASHINGTON, D.C. – HISTORY
Washington, D.C. National gallery
Washington, D.C. Public library
WASHINGTON, D.C. – PUBLIC LIBRARY
WASHINGTON, D.C. – STREETS
Washington, D.C. Water Dept.
WASHINGTON, D.C. WATER SUPPLY
WASHINGTON, D.C. WHITE HOUSE
Washington (State)
Washington (State) Agricultural experiment station, Pullman
Washington (State) Bureau of labor
Washington (State) Canal commission
WASHINGTON (STATE) DESCRIPTION AND TRAVEL
Washington (State) Geological survey
WASHINGTON (STATE) HISTORY
Washington (State) State college, Pullman
Washington (State) State forestry board
Washington (State) State historical society, Tacoma
see Washington state historical society, Tacoma, Wash. in file of Titles, etc., following
Washington (State) State library, Olympia
Washington (State) University
Washington (Ter.)
Washington (Ter.) Auditor's office
WASHINGTON (TER.) – HISTORY
Washington (Ter.) Laws, statutes, etc.
Washington (Titles, etc.)
Washington; a poem
Washington academy of sciences
WASHINGTON (BATTLESHIP)
Washington Co., Ala.
Washington county historical society, Abingdon, Va.
WASHINGTON, FORT
WASHINGTON, MT.
Washington state bar association
Washington state historical society, Tacoma, Wash.
Washington university, St. Louis

32. Place arrangement (Alphabetic order)

a) File entries beginning with the same geographical name in one alphabet, arranging by the word following the name, disregarding both punctuation and typography.

b) Subject entries are filed immediately after the author entries of the same heading.

c) In the rare instances when a title heading is identical with a subject heading, arrange alphabetically by the main entry.

d) Two or more places of the same name are alphabeted by the distinguishing designation following the name.

Note: Library of Congress omits country or state designation after the names of chief cities; but in order to keep the author and subject entries for a chief city from being scattered throughout the alphabet under the place name, it is necessary to insert the country or state designation.

```
Concord  [a poem]
Concord and Lexington
Concord antiquarian society, Concord, Mass.
CONCORD, BATTLE OF
Concord days
Concord library corporation, Concordsville, Pa.
Concord, Me.
CONCORD, ME.
Concord, Mass.
CONCORD, MASS.
Concord, Mass.  Convention, July 14, 1774
CONCORD, MASS. - DIRECTORIES
CONCORD, MASS. - HISTORY
Concord, Mass.  Trinity church
Concord, N.H.
CONCORD, N.H.
Concord, N.H.  City history commission
Concord, N.H.  Ordinances
Concord, N.H.  Public library
Concord railroad corporation
CONCORD RIVER
CONCORD SCHOOL OF PHILOSOPHY
Concord, Tenn.  Farragut school
```

```
Washington academy of science
Washington and Lee university
Washington council of social agencies
Washington county, Ohio
Washington, D.C.
WASHINGTON, D.C.
Washington, D.C.  Chamber of commerce
Washington, D.C.  Conference on the limitation of
    armaments, 1921-1922
WASHINGTON, D.C. - DESCRIPTION
Washington, D.C.  National gallery of art
WASHINGTON, D.C. - SOCIAL LIFE AND CUSTOMS
WASHINGTON, D.C.  WHITE HOUSE
The Washington enterprise
Washington humane society, Washington, D.C.
Washington merry-go-round
Washington, Mt.
Washington (State)
WASHINGTON (STATE)
Washington (State)  Bureau of labor
```

```
Washington (State)  Canal commission
Washington (State)  Constitution
Washington (State)  Dept. of agriculture
WASHINGTON (STATE) - DESCRIPTION AND TRAVEL
Washington (State)  Geological survey
Washington state historical society, Tacoma, Wash.
Washington (State)  Laws, statutes, etc.
WASHINGTON (STATE) - SOCIAL LIFE AND CUSTOMS
Washington (State)  State college, Pullman
Washington (State)  State library, Olympia
Washington (State)  University
Washington surveying and rating bureau, Seattle
Washington (Ter.)  Auditor's office
Washington (Ter.)  Governor
Washington university, St. Louis
Washington wool growers' association
```

See also the examples shown under New York and United States in Appendix I.

33.-35. Subject arrangement

Preliminary note: Analysis of the Library of Congress list of subject headings[25] shows that the following types of heading may have to be considered in subject arrangement:—

1. The subject without subdivision.
2. Subject with form or subject divisions, e.g., ART—EXHIBITIONS, ART—PERIODICALS.
3. Subject with period divisions, e.g., ENGLISH LITERATURE—17TH CENTURY, FRANCE—HISTORY—REVOLUTION.
4. Subject with geographical divisions, e.g., ART—ITALY.
5. Inverted subject heading: (a) subject followed by an adjective form, e.g., ART, ANCIENT; ART, ITALIAN; ART, MUNICIPAL; and (b) subject followed by an inverted phrase, e.g., BIRDS, PROTECTION OF.
6. Subject followed by a term in parentheses. Such subjects may be of more than one kind, i.e.:

   a. The parenthetical term limits the subject to a particular field or aspect, e.g., ANALYSIS (CHEMISTRY), ANALYSIS (MATHEMATICS), BANKRUPTCY (INTERNATIONAL LAW). The majority of parenthetical term subjects are of this kind and frequently are *See* references.

   b. The parenthetical term indicates a distinctly different subject, one belonging to another field of knowledge, e.g., AUTHORS (GAME), BIOGRAPHY (AS A LITERARY FORM), CALCULUS (PATHOLOGY), WASHINGTON (SHIP).

[25] Library of Congress, *Subject headings,* 3rd ed. Washington: Govt. print. off., 1928).

c. The parenthetical term may be used merely to indicate a separate grouping, e.g., ENGLISH LITERATURE (COLLECTIONS).

Note: The Library of Congress regards the parenthesis as a highly useful, flexible form, the use of which may be extended in future. Its extended use will probably be needed only in very large libraries or in specialized catalogs. Most libraries do not require the third kind of parenthetical subject. For instance, ENGLISH LITERATURE—COLLECTIONS as a form heading belonging to group 2 above, is generally to be preferred to ENGLISH LITERATURE (COLLECTIONS)

7. Phrase headings beginning with the subject word, e.g., ART AND STATE.
8. Few, if any, subjects present all of the above types; but particular subjects may have also a special subdivision, e.g., ENGLISH LITERATURE—CATHOLIC AUTHORS, ENGLISH LITERATURE—IRISH AUTHORS.

Rule 33 gives the general alphabetic arrangement of entries under a subject heading.

It is possible to arrange the subdivisions of a subject in a varying number of groups, depending upon the size of the catalog and the requirements of the library. Two arrangements have been selected for recommendation: *Rule 34 illustrates order of groups as shown in Library of Congress list. Rule 35 gives an alternative arrangement for libraries that prefer fewer groups and a more nearly alphabetic order.*

33. Subject arrangement

Arrange entries of the same subject heading alphabetically by the main entry of the book; or, if the entry is a subject analytic by an author other than the author of the book, arrange by the author of the analytic.

```
ENGLISH POETRY - COLLECTIONS
A book of English love songs
Cody, Sherwin,   ed.
   A selection from the great English poets
An English garner
Noyes, Alfred,   ed.
   A poet's anthology of poems

ROMANTICISM
Babbitt, Irving
   Romantic melancholy,  (In Foerster, Norman,   ed.
     American critical essays, xixth and xxth centuries.)
Beers, H. A.
   History of English romanticism in the eighteenth
century
```

Boyesen, H. H.
Essays on German literature
Contents: Goethe, Schiller. The romantic school in Germany

Cory, H. H.
Spenser, Thomson and romanticism. (In Modern language association. Publications)

34. Subject arrangement 1 (Based on the L.C. list)

a) Arrange a subject and its subheads, etc., in the following order:—

(1) Subject without division. Subarrange by main entry (cf. Rule 33).

(2) Form and subject divisions. Arrange alphabetically by division.

(3) Period divisions. Arrange chronologically.

Phrase period divisions, e.g., U.S.—HISTORY—REVOLUTION, U.S.—HISTORY—CIVIL WAR are arranged chronologically and not alphabetically. Inclusive periods file before subordinate periods.

Under LANGUAGE AND LITERATURE subjects, such subheads as FRENCH LANGUAGE—OLD FRENCH, GERMAN LITERATURE—EARLY MODERN (TO 1700) are regarded as period divisions.

The divisions ANCIENT, MEDIEVAL, RENAISSANCE and MODERN are treated as adjectival inversions and not as period divisions, except when used as a subdivision under HISTORY, and are filed in group 6 below.

(4) Special divisions. (*See* Preliminary note 8) Arrange alphabetically.

(5) Geographical divisions. Arrange alphabetically.

Inverted subject headings formed with a racial or linguistic adjective, e.g., ART, AMERICAN (ENGLISH, ITALIAN, etc.) are not regarded as geographical divisions, but are included in group 7 below.

(6) Subject followed by a parenthetical term denoting *limitation* (cf. Prelim. note 6a). Arrange, if more than one, alphabetically by parenthetical term.

Note: The Library of Congress is now filing a parenthetical subject before an inverted subject in all cases, even though this order brings together unconnected subjects, e.g., MASS (CANON LAW) and MASS (CHEMISTRY) and introduces an unrelated subject between a simple subject and the same subject with an inversion. An exception is made for the names of literatures followed by the parenthetical

terms (COLLECTIONS) and (SELECTIONS, EXTRACTS, ETC.), which subjects are filed before group 2 above.

(7) Inverted subject headings. Arrange alphabetically by word following comma.

An inverted place name, e.g., AFRICA, NORTH, is to be regarded as a *different* subject and is to be arranged after all the groups of the general subject.

(8) Phrase subject headings. Interfile alphabetically with titles and other headings beginning with the same word.

b) Arrange the further subdivisions of a subhead according to the above order.

```
ART
ART - BIBLIOGRAPHY
    - CATALOGS
    - HISTORY
    - HISTORY - 19TH CENTURY
    - HISTORY - 20TH CENTURY
    - PERIODICALS
ART - BERLIN
    - GREECE
    - HUNGARY
    - NEW YORK (CITY)
    - U.S.
ART, AMERICAN
     ANCIENT
     BAROQUE
     GREEK
     MEDIEVAL
     MUNICIPAL
     ORIENTAL
Art, v.1-     [title of a periodical]
Art, a commodity
ART AND MORALS
ART AND STATE
Art foliage
ART INDUSTRIES AND TRADE


ENGLISH LITERATURE
ENGLISH LITERATURE - BIBLIOGRAPHY
                   - TRANSLATIONS
                   - TRANSLATIONS FROM FRENCH
                   - TRANSLATIONS FROM GERMAN
                   - TRANSLATIONS INTO FRENCH
ENGLISH LITERATURE - OLD ENGLISH,  see  ANGLO-SAXON
                        LITERATURE
                   - MIDDLE ENGLISH (1100-1500)
                   - EARLY MODERN (TO 1700)
                   - 18TH CENTURY
                   - 19TH CENTURY
```

ENGLISH LITERATURE – CATHOLIC AUTHORS
– IRISH AUTHORS
– SCOTTISH AUTHORS
ENGLISH LITERATURE – AUSTRALIA, see AUSTRALIAN LITERATURE
– CANADA, see CANADIAN LITERATURE
– LANCASHIRE
– YORKSHIRE

LIFE
LIFE – ORIGIN
LIFE (BIOLOGY)
LIFE, ELIXIR OF, see ELIXIR OF LIFE
LIFE, FUTURE, see FUTURE LIFE
LIFE, SPIRITUAL, see SPIRITUAL LIFE
The life beyond
LIFE-BOATS
Life on the ocean wave
LIFE-SAVING

COOKERY
COOKERY – BIBLIOGRAPHY
– EARLY WORKS TO 1800
COOKERY (APPLES)
(CEREALS)
(OYSTERS)
COOKERY, AMERICAN
MEXICAN
MILITARY
SPANISH
COOKERY FOR INSTITUTIONS
COOKERY FOR THE SICK

WAR
WAR – CASUALTIES (STATISTICS, ETC.)
WAR – ECONOMIC ASPECTS
WAR – RELIEF OF SICK AND WOUNDED
WAR (INTERNATIONAL LAW)
WAR, ARTICLES OF, see MILITARY LAW
WAR, DECLARATION OF
WAR, MARITIME (INTERNATIONAL LAW)
WAR AND RELIGION
War of the worlds
WAR-SHIPS

AFRICA
– DESCRIPTION AND TRAVEL
– HISTORY
– STATISTICS
AFRICA, NORTH
AFRICA, SOUTH
– ANTIQUITIES
– HISTORY

```
U.S. - HISTORY
U.S. - HISTORY - BIBLIOGRAPHY
               - DRAMA
               - SOURCES
U.S. - HISTORY - COLONIAL PERIOD
               - COLONIAL PERIOD - FICTION
               - COLONIAL PERIOD - KING WILLIAM'S WAR,
                     1689-1697
               - COLONIAL PERIOD - QUEEN ANNE'S WAR,
                     1702-1713
               - COLONIAL PERIOD - FRENCH AND INDIAN WAR,
                     1755-1763
               - REVOLUTION
               - REVOLUTION - CAMPAIGNS AND BATTLES
               - REVOLUTION - CAUSES
               - REVOLUTION - REGIMENTAL HISTORIES
               - 1783-1865
               - CONFEDERATION,  1783-1789
               - CONSTITUTIONAL PERIOD,  1789-1809
               - WAR OF 1812
               - 1815-1861
U.S. - HISTORY, JUVENILE
               , LOCAL
               , MILITARY
               , NAVAL
```

35. Subject arrangement 2 (Simplified order)

a) Arrange a subject, its subheads, etc., in the following order:—

(1) Subject without subdivision.

(2) Form, subject and geographical subdivisions, inverted subject headings, and subject followed by a parenthetical term interfiled in one alphabet, disregarding punctuation.

Note: Libraries adopting this arrangement will find it desirable to adopt also a uniform method of punctuation in the headings, either a period or a dash. This is illustrated in the examples below.

(3) Period divisions, arranged chronologically.

ALTERNATIVE: Period divisions, except those under such subheads as HISTORY, POLITICS AND GOVERNMENT, FOREIGN RELATIONS, may be filed alphabetically in group 2 above, if preferred. See example under ENGLISH LITERATURE below.

(4) Phrase subject headings, interfiled with titles and other headings beginning with the same word.

```
ART
ART - AMERICAN
    - ANCIENT
    - BAROQUE
    - BERLIN
    - BIBLIOGRAPHY
```

- DECORATIVE
- EXHIBITIONS
- FRANCE
- GREEK
- HISTORY
- HISTORY. 19TH CENTURY
- HISTORY. 20TH CENTURY
- MEDIEVAL
- MUNICIPAL
- MUNICIPAL. BOSTON
- MUNICIPAL. EXHIBITIONS
- MUNICIPAL. NEW YORK (CITY)
- ORIENTAL
- U.S.

Art. v.1- [*title of a periodical*]
Art, a commodity
ART AND MORALS
Art foliage
ART INDUSTRIES AND TRADE

COOKERY
COOKERY - AMERICAN
- APPLES
- BIBLIOGRAPHY
- CEREALS
- HISTORY
- MEXICAN
- MILITARY
- OYSTERS
- SPANISH

COOKERY FOR INSTITUTIONS

ENGLISH LITERATURE
ENGLISH LITERATURE - AUSTRALIA, *see* AUSTRALIAN LITERATURE
- BIBLIOGRAPHY
- HISTORY AND CRITICISM
- IRISH AUTHORS
- LANCASHIRE
- PERIODICALS
- SCOTTISH AUTHORS
- YORKSHIRE

ENGLISH LITERATURE - OLD ENGLISH, *see* ANGLO-SAXON LITERATURE
- MIDDLE ENGLISH (1100-1500)
- EARLY MODERN (TO 1700)
- 19TH CENTURY
- 20TH CENTURY

ALTERNATIVE:

ENGLISH LITERATURE - AUSTRALIA, *see* AUSTRALIAN LITERATURE
- BIBLIOGRAPHY

d) Periodicals of the same title are arranged first by the place of publication and then by the date. The subtitle may be regarded if needed to distinguish between titles.

```
International review, an illustrated monthly journal.
                        La Crosse, Michigan
International review.  London, 1889
International review.  London, 1913-
International review.  N.Y.
International review.  Zurich
```

e) A periodical title used as an author entry is arranged after the entry of the periodical itself.

```
Power  [a magazine]
Power
  The second Power kink book
Power  [title of a book by Lucke]
Review of reviews; monthly
Review of reviews
  150 years ago
Review of reviews
  Pittsburgh; a new great city
```

f) Inverted titles may be arranged in either of two ways. *The alternative is recommended where the prevailing arrangement in the catalog is alphabetical.*

(1) File an inverted title before a longer running title beginning with the same word or phrase. Disregard an article preceding the inversion.

```
Personality, The family and
Personality, Integration of
Personality, Physical basis of
Personality culture
Personality plus
```

(2) ALTERNATIVE RULE: Interfile an inverted title alphabetically with other titles beginning with the same word, disregarding both the punctuation and an initial article preceding the inversion.

```
Personality culture
Personality, The family and
Personality in boys
Personality, Integration of
Personality, Physical basis of
Personality plus
```

Note: Inverted titles should seldom be made, because the catchword title alone (i.e., without the inverted part) or a corresponding subject entry or subject reference will usually meet all needs. The inverted part should be added only when the sense would be defec-

tive without it, or when the full title does not appear in the body of the card. The inverted titles used in the above example to illustrate the arrangement are unnecessary if the subject heading PERSONALITY has been used.

38. Numerical and chronological arrangement

See also Numerals at beginning of title (Rule 9); Subject arrangement: period subheads (Rules 35:*a* 3 and 36:*a* 3)

A numerical or a chronological arrangement, rather than an alphabetical, should be made when number or date distinguishes between entries, or headings, otherwise identical.

a) Numbered or dated series

```
   The American nation: a history.  v.2
Farrand, Livingston
   Basis of American history

   The American nation: a history.  v.3
Bourne, E. G.
   Spain in America

More, Paul Elmer
   Aristocracy and justice: Shelburne essays,  Ninth
       series
More, Paul Elmer
   Shelburne essays.  First series
More, Paul Elmer
   Shelburne essays.  Second series
More, Paul Elmer
   Shelburne essays.  Fourth series
More, Paul Elmer
   Shelburne essays.  Eighth series
More, Paul Elmer
...Shelburne essays.  Ninth series
       see his  Aristocracy and justice
More, Paul Elmer
...Shelburne essays.  Eleventh series
       see his  With the wits
More, Paul Elmer
   With the wits; Shelburne essays, Eleventh series

Atlantic readers. Primer
Atlantic readers. Bk. 1, grade IV
Atlantic readers. Bk. 3, grade VI
Atlantic readers. Bk. 4, grade VII
Atlantic readers. Bk. 6, grade VIII

   Bohlen lectures, 1891
Huntington, W. R.
   Peace of the church

   Bohlen lectures, 1899
Nash, H. S.
   Ethics and revelation
```

Bohlen lectures, 1925
Bell, W. C.
Sharing in creation

b) Conferences, congresses, etc.

American peace congress. 1st, New York, 1907
American peace congress. 3rd, Baltimore, 1911
American peace congress. 4th, St. Louis, 1913

Massachusetts. Constitutional convention. 1779-1780
Massachusetts. Constitutional convention. 1856
Massachusetts. Constitutional convention. 1917-1919

c) Regiments, brigades, etc.

U.S. infantry. 2d regt., 1791-
U.S. infantry. 11th regt., 1861-
U.S. infantry. 21st regt., 1899-1902
U.S. infantry. 315th regt., 1917-1919
U.S. infantry. 332d regt., Co. D, 1917-1919

Georgia infantry. 3d brigade
Georgia infantry. 4th brigade
Georgia infantry. Anderson's brigade
Georgia infantry. Doles-Cook brigade
Georgia infantry. 2d regt.
Georgia infantry. 8th regt.

d) Laws, statutes, etc.

Gt. Brit. Laws, statutes, etc.
Gt. Brit. Laws, statutes, etc., 1066-1087 (William I)
Gt. Brit. Laws, statutes, etc., 1509-1547 (Henry VIII)
Gt. Brit. Laws, statutes, etc., 1625-1643 (Charles I)

e) Legislatures

U.S. Congress
U.S. CONGRESS
U.S. Congress. Committee on the census
. Conference committees, 1897
. Conference committees, 1908-1909
. House
. HOUSE
. House. Committee on agriculture
. House. Committee on foreign affairs
. Joint commission of agricultural inquiry
. Joint committee on Muscle Shoals
. Select joint committee on the Harriman geographic code system
. Senate
. Senate. Committee on appropriations
. Senate. Committee on insular affairs
U.S. 1st Cong., 1789-1791. House
2d Cong., 1st sess., 1791-1792
41st Cong., 2d sess., 1869-1870

41st Cong., 3rd sess., 1870-1871
41st Cong., 3rd sess., 1870-1871. House
62d Cong., 1st sess., 1911
62d Cong., 1st sess., 1911. Senate

The above arrangement keeps an alphabetic order down to the point where the numbered Congresses begin and is recommended for that reason.

Appendix I

Additional examples

17:a. Forename entries. Arrangement 1 (Before surname)

Charles (forename)
  Charles, archduke of Austria, see Karl, etc.
  Charles, count of Angoulême, duke of Orléans, see Charles d'Orléans
  Charles, count of Valois
  Charles, le Teméraire, duke of Burgundy
  Charles II, duke of Lorraine
  Charles V, emperor of Germany
  Charles II, le Chauve, king of France
  Charles IV, le Bel, king of France
  Charles IX, king of France
  Charles I, king of Great Britain
  Charles, the Great, king of the Franks, see Charlemagne
  Charles, père
Charles (compound, etc., forenames)
  Charles Alexander, duke of Lorraine
  Charles Borromeo, Saint, see Carlo Borromeo, Saint
  Charles d'Orléans
  Charles de France, duke of Berry
  Charles Emanuel I, duke of Savoy, see Carlo Emanuele I, etc.
  Charles, le Teméraire, see Charles, duke of Burgundy (le Teméraire)
  Charles Louis de Bourbon, duke of Parma
  Charles Martel, mayor of the palace
  Charles, the Bald, see Charles II, king of France (le Chauve)
  Charles, the Bold, see Charles, duke of Burgundy (le Teméraire)
  Charles, the Great, see Charlemagne
Charles (surname)
  Charles, David
Charles (titles, etc.)
  Charles
  Charles Auchester, a novel
  Charles the Second, a play

Mary (forename)
Mary, princess of Great Britain
Mary, princess royal of England and princess of Orange
Mary, queen consort of George V
Mary, queen consort of James V, king of Scotland
Mary, queen consort of Louis XII, king of France
Mary I, queen of England
Mary II, queen of Great Britain
Mary, queen of Scots, see Mary Stuart, queen of the Scots
Mary, Saint, of Egypt
Mary, Virgin
Mary (compound, etc., forenames)
Mary Adelaide Wilhelmina Elizabeth, duchess of Teck
Mary Clare, sister
Mary de Lellis, sister. see Gough, Sister Mary de Lellis
Mary Magdalene, Saint
Mary, of Bethany, Saint
Mary, of Magdala, see Mary Magdalene, Saint
Mary of Modena, queen consort of James II
Mary of St. Angela, mother
Mary of the Visitation, sister
Mary Stuart, queen of the Scots
Mary Victor, sister
Mary (surname)
Mary, Albert
Mary, Jules
Mary (titles, etc.)
Mary and Anna
Mary Celeste (brig)
Mary of Scotland, a play
Mary Stuart, a play

Thomas (forename)
Thomas, archdeacon of Spalato, see Thomas Spalatensis, archdeacon
Thomas, bp. of Marga
Thomas, earl of Lancaster
Thomas, Saint, apostle
Thomas (compound, etc., forenames)
Thomas à Becket, Saint, abp. of Canterbury
Thomas à Kempis
Thomas, Anglo-Norman poet
Thomas Aquinas, Saint
Thomas Aquinas, sister
Thomas Becket, Saint, see Thomas à Becket, Saint, etc.
Thomas Brabantinus, see Thomas, de Cantimpré
Thomas, de Burton
Thomas, de Cantimpré
Thomas Kempis, see Thomas à Kempis
Thomas, of Capua, cardinal

Thomas, of Erceldoune, called the Rhymer
Thomas, of Kent
Thomas Spalatensis, archdeacon
Thomas, the Rhymer, see Thomas, of Erceldoune, called the Rhymer
Thomas, von Imbroich
Thomas (surname)
Thomas, Abram Owen
Thomas, Samuel Bell
Thomas (compound surname)
Thomas-Caraman, Charles
Thomas de Saint Laurent, Raymond de
Thomas-San-Galli, Wolfgang Alexander
Thomas (titles, etc.)
Thomas À Becket, a tragedy
Thomas à Kempis and Wales
Thomas of Reading [anonymous classic]
Thomas von Kandelberg [anonymous classic]

18. Forename entries. Arrangement 2 (After surname)

Mary (surname)
Mary, Albert
Mary, Jules
Mary-Lafon, Jean Bernard Lafon, called[1]
Mary (forenames, titles, etc.)
Mary [a title]
Mary Adelaide Wilhelmina Elizabeth, duchess of Teck
Mary and Anna
Mary Celeste (brig)
Mary Clare, sister
Mary de Lellis, sister, see Gough, Sister Mary de Lellis
Mary Feodorovna, empress consort of Paul I, emperor of Russia
Mary Magdalene, Saint
Mary, of Bethany, Saint
Mary of St. Angela, mother
Mary of Scotland, a play
Mary of the Visitation, sister
Mary, princess of Great Britain
Mary, princess royal of England and princess of Orange
Mary, queen consort of George V
Mary, queen consort of James V, king of Scotland
Mary, queen consort of Louis XII, king of France
Mary I, queen of England
Mary II, queen of Great Britain
Mary, queen of Scots, see Mary Stuart, queen of the Scots
Mary Rose Gertrude, sister
Mary, Saint, of Egypt

[1] If Rule 20:b is adopted, this compound surname will file with the forenames, titles, etc.

Mary Stuart [a play]
Mary Stuart, queen of the Scots
Mary Tudor [a play]
Mary Tudor, queen of England, see Mary I, queen of England
Mary Tudor, queen of France, see Mary, queen consort of Louis XII, king of France
Mary Victor, sister
Mary, Virgin

Thomas (surname)
Thomas, Abram Owen
Thomas, Samuel Bell

Thomas (forenames, titles, etc.)
Thomas À Becket [a play]
Thomas à Becket, Saint, abp. of Canterbury
Thomas à Kempis
Thomas à Kempis and Wales
Thomas, Aquinas, Saint
Thomas, archdeacon of Spalato, see Thomas Spalatensis, archdeacon
Thomas Balch library
Thomas Becket, Saint, see Thomas à Becket, Saint, abp. of Canterbury
Thomas, bp. of Marga
Thomas Brabantinus, see Thomas, de Cantimpré
Thomas-Caraman, Charles[2]
Thomas Co., Georgia
Thomas, de Burton
Thomas, de Cantimpré
Thomas de Saint Laurent, Raymond[2]
Thomas, earl of Lancaster
Thomas Edessenus, see Thomas, of Edessa
Thomas family
Thomas iron company
Thomas Kempis, see Thomas à Kempis
Thomas Margensis, see Thomas, bp. of Marga
Thomas, of Capua, cardinal
Thomas, of Edessa
Thomas, of Erceldoune, called the Rhymer
Thomas, of Kent
Thomas of Reading [anonymous classic heading]
Thomas, of Spalato, archdeacon, see Thomas Spalatensis, archdeacon
Thomas, Saint, apostle
Thomas-San-Galli, Wolfgang Alexander[2]
Thomas Spalatensis, archdeacon
Thomas, the Rhymer, see Thomas, of Erceldoune, called the Rhymer
Thomas, von Imbroich
Thomas von Kandelberg [anonymous classic heading]

[2] If Rule 20:*a* is adopted, this compound surname will file after the single surnames and before the forenames, titles, etc.

31. Place arrangement (Grouped order)

a) Three-group order

New York

Note: New York is treated as an exception in most libraries and, whether the general arrangement is a three-group order (Rule 31:*a*) or a two-group order (Rule 31:*b*), the nonofficial public institutions are interfiled with societies, organizations, titles, etc., and not with the official divisions under New York (City), New York (State), etc. (Cf. Rule 31:*a* 1, *Note.*)

```
New York (City)  (Author)
                  Aqueduct commission
                  Board of water supply
                  Bureau of franchises
                  Charters
                  CHARTERS
                  Common council
                  Ordinances
                  Police dept.
                  POLICE DEPT
                  Public library
                    see  New York.  Public library in the
                           file of Institutions, etc.,
                           following.
                  Stock exchange
                    see  New York.  Stock exchange in the
                           file of Institutions, etc.,
                           following.
NEW YORK (CITY)  (Subject)
               - BIOGRAPHY
               - CHARITIES
               - HISTORY
               - POLICE
               - WATER SUPPLY
New York (colony)
                   Governor
                   Laws, statutes, etc.
                 - COMMERCE
                 - HISTORY
New York (county)  District attorney's office
                   Register
                   Surrogate's court
New York (state)  (Author)
                  Adirondack survey
                  Chamber of Commerce
                    see  New York.  Chamber of commerce of
                           the state of New York in the
                           file of Institutions, etc.,
                           following.
                  Constitution
                  CONSTITUTION
```

Dept of health
Forest commission
Governor
Industrial board
Judicial council
State library, Albany
  see New York. State library in the file of Institutions, etc., following.
Museum
  see New York state museum in the file of Institutions, etc., following.
University

NEW YORK (STATE) (Subject)
ANTIQUITIES
DESCRIPTION AND TRAVEL
HISTORY

New York (Institutions, titles, etc.)
New York [title of a poem]
New York academy of medicine
New York aquarium
New York. Bar of the city of New York
New York. Chamber of commerce of the state of New York
New York. Citizens
New York. City and country school
New York city council of political reform
New York collection of music
New York. College of the city of New York
New York county lawyers association
New York day by day
New York historical society
New York. Public library
New York society library
New York. State library, Albany
New York state museum
New York. Stock exchange
New York university
NEW YORK UNIVERSITY
NEW YORK UNIVERSITY. HALL OF FAME
New York. University club

United States (Author)
, appellant
, complainant
, petitioner
, plaintiff
. Agricultural adjustment administration
. Agriculture, Dept. of, see
. U.S. Dept. of agriculture
. Army

. ARMY see entries in Subject file following.[3]
. Army. A.E.F., 1917-1919
. Army Air corps
. Bureau of the census
. Cavalry, see U.S. cavalry in the file of Titles, organizations, etc., following.
. Cavalry school, Fort Riley, Kansas
. Census, Bureau of the, see
. U.S. Bureau of the census
. Census office, 6th, 1840
. Census office, 7th, 1850
. Congress (for arrangement under Congress see Rule 39:c)
. Constitution
. CONSTITUTION[4]
. Dept. of agriculture
. Forest experiment station, Southern, New Orleans
. Forest service
. Laws, statutes, etc.[5]
. Navy dept.
. Penitentiary, Atlanta, Ga.
. Sugar equalization board, see
. United States sugar equalization board in the file of Titles, organizations, etc. following
. Treaties (arr. by date in heading)
. War Dept.

UNITED STATES (Subject)
– AGRICULTURE, see AGRICULTURE – U.S.
– ANTIQUITIES
– ARMY
– ARMY – CAVALRY
– ARMY – HISTORY
– ARMY – INFANTRY
– BOUNDARIES
– CLAIMS VS GREAT BRITAIN
– CONSTITUTION, see entries in Author file preceding.
– FOREIGN RELATIONS
– FOREIGN RELATIONS (arr. by form divisions)
– FOREIGN RELATIONS (arr. by period divisions)
– FOREIGN RELATIONS (arr. by country divisions)

[3] Subject entries for U.S.-Army and U.S.-Navy are probably better in the *Subject* file but may be kept in the *Author* file, if preferred.
[4] Subject entries for U.S.-Constitution may be put in the *Subject* file, if preferred.
[5] When entries are numerous, subarrange by subject of the laws, which may be included in the heading or at the upper-right corner of the cards.

- HISTORY (for subarr. see example under Rule 35)
- NAVY
- RELATIONS (GENERAL) WITH CHINA
- RELATIONS (GENERAL) WITH FRANCE

United States (Institutions, titles, etc.)
United States abridged life tables
U.S. air service [a periodical]
United States album
United States conference of mayors
United States housing corporation
United States-Mexican commission
United States naval institute, Annapolis
United States navy [a title]
U.S. official pictures of the war
United States sanitary commission
United States steel corporation
United States sugar equalization board
U.S. tax cases

32. Place arrangement (Alphabetic order)

New York [title of a poem][6]
New York academy of medicine
New York. Agricultural experiment station, Geneva
New York almanacs
New York aquarium
New York association for the blind
New York. Bar of the city of New York
New York. Bar of the state of New York
New York (battleship)
New York. Bellevue hospital
New York. Board of trade and transportation
New York botanical garden
New York cavalry. 10th regt.
New York. Chamber of commerce of the state of New York
New York. Citizens
New York (City)
NEW YORK (CITY)
NEW YORK (CITY) - AMUSEMENTS
NEW YORK. CITY AND COUNTRY SCHOOL
NEW YORK (CITY) - BIOGRAPHY
New York (City) Board of education
New York city boys
NEW YORK (CITY) - CHARITIES
New York (City) Charters
New York (City) Common council
New York city council of political reform
NEW YORK (CITY) - WATER SUPPLY
New York. Civic repertory theatre
New York collection of music
New York. College of physicians and surgeons

[6] Cf. Rule 24:b 4.

New York. College of the city of New York
New York. Collegiate church
New York (Colony)
NEW YORK (COLONY) - COMMERCE
New York (Colony) Governor
New York (Colony) Laws, statutes, etc.
New York. Cotton exchange
New York (County) Court house
New York county lawyers association
New York (County) Surrogate's court
New York day by day
New York historical society
New York. Public library
New York school of social work
New York. Sing Sing prison, Ossining
New York society library
New York (State)
New York (State) Adirondack survey
NEW YORK (STATE) - ANTIQUITIES
New York (State) Constitution
NEW YORK (STATE) CONSTITUTION
New York (State) Dept. of health
NEW YORK (STATE) - HISTORY
NEW YORK (STATE) - HISTORY - COLONIAL PERIOD
NEW YORK (STATE) - HISTORY - REVOLUTION
NEW YORK (STATE) - HISTORY - CIVIL WAR
New York (State) Judicial council
New York. State library, Albany
New York. State library school, Albany
New York state library school association, inc.
New York state museum
New York (State) University
New York. Stock exchange
New York Times
New York. Union theological seminary
New York university
New York. University club
New York university. Hall of fame

United States
United States, appellant
United States, complainant
United States, plaintiff
UNITED STATES
United States abridged life table
U.S. Agricultural adjustment administration
U.S. - AGRICULTURE, see AGRICULTURE - U.S.
U.S. Agriculture, Dept. of, see U.S. Dept. of agriculture
U.S. air service [a periodical]
United States album
U.S. - ANTIQUITIES
U.S. Army

U.S. - ARMY
U.S. Army. A.E.F., 1917-1919
U.S. Army. Air corps
U.S. - ARMY - CAVALRY
U.S. ARMY - HISTORY
U.S. - BOUNDARIES
U.S. Bureau of the census
U.S. CAVALRY, see U.S. ARMY. CAVALRY
U.S. cavalry. 5th regt., 1855-
U.S. Cavalry school, Fort Riley, Kan.
U.S. - CENSUS
U.S. Census, Bureau of. see U.S. Bureau of the census
U.S. Census office, 6th, 1840
U.S. Census office, 7th, 1850
U.S. - CLAIMS VS GREAT BRITAIN
U.S. - CLAIMS VS MEXICO
United States conference of mayors
U.S. Congress (for arr. of subdivision see example under Rule 39:c)
U.S. Constitution
U.S. CONSTITUTION
U.S. CONSTITUTION - BIBLIOGRAPHY
U.S. Constitution. 18th amendment
U.S. Dept. of agriculture
U.S. DEPT. OF AGRICULTURE
U.S. Dept. of agriculture. Forest service, see U.S. Forest service
U.S. - ECONOMIC CONDITIONS
U.S. - FOREIGN RELATIONS
U.S. - FOREIGN RELATIONS [form and country divisions interfiled]
U.S. - FOREIGN RELATIONS [period divisions arr. chronologically]
U.S. Forest experiment station, Southern, New Orleans
U.S. Forest service
U.S. Geological survey
U.S. - HISTORY (for arr. of subdivision see example under Rule 36)
United States housing corporation
U.S. infantry. 63rd regt., 1917-1919
U.S. Laws, statutes, etc.
United States. Medical research laboratory, Mineola, L.I.
United States merchant marine
United States-Mexican commission
United States-Mexico trade conference, 1st, Mexico (City), 1920
United States naval institute, Annapolis
U.S. NAVY
United States navy [a title]
U.S. Navy dept.
U.S. official pictures of the world war
U.S. Penitentiary, Atlanta, Ga.
U.S. - RELATIONS (GENERAL) WITH CHINA

U.S. - RELATIONS (GENERAL) WITH FRANCE
United States sanitary commission
United States steel corporation
U.S. tax cases
U.S. War dept.

Appendix III

TABLE OF NUMERALS

	Danish	*Dutch*	*French*	*German*	*Italian*	*Latin*
1	en (een)	een	un, une	ein	uno	unus, una, unum
2	to	twee	deux	zwei	duo	duo, duae, duo
3	tre	drie	trois	drei	tre	tre, tria
4	fire	vier	quatre	vier	quattro	quattuor
5	fem	vijf	cinq	fünf	cinque	quinque
6	seks	zes	six	sechs	sei	sex
7	syv	zeven	sept	sieben	sette	septem
8	otte	acht	huit	acht	otto	octo
9	ni	negen	neuf	neun	nove	novem
10	ti	tien	dix	zehn	dieci	decem
11	elleve	elf	onze	elf	undici	undecim
12	tolv	twaalf	douze	zwölf	dodici	duodecim
13	tretten	dertien	treize	dreizehn	tredici	tredecim
14	fjorten	veertien	quatorze	vierzehn	quattordici	quattuordecim
15	femten	vijftien	quinze	fünfzehn	quindici	quindecim
16	seksten	zestien	seize	sechzehn	sedici	sedecim
17	sytten	zeventien	dix-sept	siebzehn	diciasette	septemdecim
18	atten	achtien	dix-huit	achtzehn	diciotto	duodeviginta
19	nitten	negentien	dix-neuf	neunzehn	dicianovo	undeviginta
20	tyve	twintig	vingt	zwanzig	venti	viginti
21	en og tyve	een en twintig	vingt et un	ein und zwanzig	ventuno	viginti unus
30	tredive	dertig	trente	driessig	trenta	triginta
40	fyrretyve	veertig	quarante	vierzig	quaranta	quadraginta
50	halvtred-sindstyve	vijftig	cinquante	fünfzig	cinquanta	quinquaginta
60	tresindstyve	zestig	sioxante	sechzig	sessanta	sexaginta
70	halvfjerd-sindstyve	zeventig	soixante-dix	siebzig	settanta	septuaginta
80	firsindstyve	tachtig	quatre-vingt	achtzig	ottanta	octoginta
90	halvfem-sindstyve	negentig	quatre-vingt-dix	neunzig	novanta	nonaginta
100	hundrede	honderd	cent	hundert	cento	centum
1000	tusinde	duizend	mille (mil) *	tausend	mille	mille
million		miljoen	million	million	milione	decies centena millia

* *Mil* is used in dates.

Table of Numerals

	*Norwegian**		*Portuguese*	*Spanish*	*Swedish*
1	ein, ei, eit	(en, ett)	um, uma	un, uno, una	en, ett, ene (a)
2	tvo	(to)	dois, dous, duas	dos	två
3	tri	(tre)	tres	tres	tre
4	fire		quatro	cuarto	fyra
5	fem		cinco	cinco	fem
6	seks		seis	seis	sex
7	sju	(syv)	sete	siete	sju
8	åtte	(otte)	oito	ocho	åtta
9	ni		nove	nueve	nio
10	ti		dez	diez	tio
11	elleve		onze	once	elva
12	tolv		doze	doce	tolv
13	trettan	(tretten)	treze	trece	tretton
14	fjortan	(fjorten)	quatorze	catorce	fjorton
15	femtan	(femten)	quinze	quince	femton
16	sekstan	(seksten)	dezeseis	diez y seis	sexton
17	syttan	(sytten)	dezesete	diez y siete	sjutton
18	attan	(atten)	dezoito	diez y ocho	aderton
19	nittan	(nitten)	dezenove	diez y nueve	nitton
20	tjuge	(tyve)	vinte	veinte	tjugu (tjugo)
21	ein og tjuge	(en og tyve)	vinte e um	veintiuno (veinte y uno)	tjuguen (tjuguett)
30	tretti	(tredve)	trinta	treinta	trettio
40	fyrti	(firti)	quarenta	cuarenta	fyrtio
50	femti		cincoenta	cincuenta	femtio
60	seksti		sessenta	sesenta	sextio
70	sytti		setenta	setenta	sjuttio
80	åtti	(otti)	oitenta	ochenta	attio
90	nitti		noventa	noventa	nittio
100	hundrad	(hunrede)	cem	cien, ciento	hundra
1000	tusund	(tusen)	mil	mil	tusen
million			milhão	millon	

* The numerals on the left belong to the "Landsmal;" those in curves are the variations of the "Riksmal."

1 Corinthians, 94
1 Enoch, 75 A-Z
1 Esdras, 62
1 John, 116
1 Kings, 21
1 Maccabees, 67
1 Peter, 113
1 Samuel, 18
1 Thessalonians, 101
1 Timothy, 105
Five scrolls, 15
4 Ezra, 75 A-Z
4 Maccabees, 75 A-Z
Galatians, 96
Genesis, 6
Gospel according to the Hebrews, 122 A-Z
Gospel of Nicodemus, 122 A-Z
Gospel of Peter, 122 A-Z
Gospel of Pseudo-Matthew, 122 A-Z
Gospel of the infancy according to St. Peter, 122 A-Z
Gospel of the twelve apostles, 122 A-Z
Gospels, 78
Gospels (Apocryphal books) 122 A-Z
Gospels and Acts, 77
Gospels of infancy, 122 A-Z
Habakkuk, 51
Hagiographa, 14
Hebrews, 109
Heptateuch, 3
Hexateuch, 4
Historical books, 11
History of Susanna, 64
Hosea, 44
Isaiah, 38
James, 111
Jeremiah, 39
Job, 31
Joel, 45
Johannine literature, 83
John, 84
Jonah, 48
Joseph and Asenath, 75 A-Z
Joshua, 12
Jude, 119
Judges, 13
Judith, 65
Kings, 20
Lamentations, 40
Leviticus, 8
Logia Iesou, 122 A-Z
Luke, 82
Luke and Acts, 81
Major prophets, 37
Malachi, 55
Mark, 80
Matthew, 79
Micha, 49
Minor prophets, 43
Nahum, 50
Nehemiah, 27
New Testament, 76
Numbers, 9
Obadiah, 47
Octateuch, 2
Odes of Solomon, 75 A-Z
Old Testament, 1
Pastoral epistles, 103
Pentateuch, 5
Peter, 112
Philemon, 108
Philippians, 98
Poetical books, 30
Prayer of Manasses, 69
Prophets, 36
Protevangelium Jacobi, 122 A-Z
Proverbs, 33
Psalms, 32
Psalms of Solomon, 75 A-Z
Rest of Esther, 70
Revelation, 120
Romans, 92
Ruth, 16
Samuel, 17
2 Chronicles, 23
2 Corinthians, 95
2 Enoch, 75 A-Z
2 John, 117
2 Kings, 22
2 Maccabees, 68
2 Peter, 114
2 Samuel, 19
2 Thessalonians, 102
2 Timothy, 106
Song of Solomon, 35
Song of the Three Holy Children, 71
Testament of Abraham, 75 A-Z
Testament of Job, 75 A-Z
Testaments of the three patriarchs, 75 A-Z
Testaments of the 12 patriarchs, 75 A-Z
Thessalonians, 100
3 Enoch, 75 A-Z
3 John, 118
3 Maccabees, 75 A-Z
Timothy, 104
Titus, 107
Tobit, 72
Transitus Mariae, 122 A-Z
Wisdom literature, 29
Wisdom of Solomon, 73
Zechariah, 54
Zephaniah, 52

CANONICAL ARRANGEMENT

The order is that of the English authorized version with insertion of the names of groups of books before the first book in the group

1. Old Testament
2. Octateuch
3. Heptateuch
4. Hexateuch
5. Pentateuch
6. Genesis
7. Exodus
8. Leviticus
9. Numbers
10. Deuteronomy
11. Historical books
12. Joshua
13. Judges
14. Hagiographa
15. Five scrolls
16. Ruth
17. Samuel
18. 1 Samuel
19. 2 Samuel
20. Kings
21. 1 Kings
22. 2 Kings
23. Chronicles
24. 1 Chronicles
25. 2 Chronicles
26. Ezra
27. Nehemiah
28. Esther
29. Wisdom literature
30. Poetical books
31. Job
32. Psalms
33. Proverbs
34. Ecclesiastes
35. Song of Solomon
36. Prophets
37. Major prophets
38. Isaiah
39. Jeremiah
40. Lamentations
41. Ezekiel
42. Daniel
43. Minor prophets
44. Hosea
45. Joel
46. Amos
47. Obadiah
48. Jonah
49. Micah
50. Nahum
51. Habakkuk

52. Zephaniah
53. Haggai
54. Zechariah
55. Malachi
56. Apocrypha and Apocryphal books
57. Apocrypha
58. Apocrypha. Baruch
59. Apocrypha. Bel and the Dragon
60. Apocrypha. Ecclesiasticus
61. Apocrypha. Esdras
62. Apocrypha. 1 Esdras
63. Apocrypha. 2 Esdras
64. Apocrypha. History of Susanna
65. Apocrypha. Judith
66. Apocrypha. Maccabees
67. Apocrypha. 1 Maccabees
68. Apocrypha. 2 Maccabees
69. Apocrypha. Prayer of Manasses
70. Apocrypha. Rest of Esther
71. Apocrypha. Song of the Three Holy Children
72. Apocrypha. Tobit
73. Apocrypha. Wisdom of Solomon
74. Apocryphal books
75. Apocryphal books, A-Z [Individual apocryphal books in alphabetical order]
76. New Testament
77. Gospels and Acts
78. Gospels
79. Matthew
80. Mark
81. Luke and Acts
82. Luke
83. Johannine literature
84. John
85. Acts, Epistles and Revelation
86. Acts and Epistles
87. Acts
88. Epistles and Gospels, Liturgical
89. Epistles and Revelation
90. Epistles
91. Epistles of Paul
92. Romans
93. Corinthians
94. 1 Corinthians
95. 2 Corinthians
96. Galatians
97. Ephesians
98. Philippians
99. Colossians
100. Thessalonians
101. 1 Thessalonians
102. 2 Thessalonians
103. Pastoral epistles
104. Timothy
105. 1 Timothy
106. 2 Timothy
107. Titus
108. Philemon
109. Hebrews
110. Catholic epistles
111. James
112. Peter
113. 1 Peter
114. 2 Peter
115. Epistles of John
116. 1 John
117. 2 John
118. 3 John
119. Jude
120. Revelation
121. Apocryphal books
122. Apocryphal books, A-Z [Individual apocryphal books in alphabetical order]

Appendix V

LIST OF THE RULES RECOMMENDED TO SMALL LIBRARIES.
COMPREHENSIVE EXAMPLE.

It is recommended that libraries which require a simple arrangement adopt and check the rules listed below: —

1	Basic rule
2: *a,c*	Modified letters (umlaut, etc.)
3: *c*	Ampersand
4: *a,b,d*	Initials
5	Abbreviations
6	Elisions
7	Initial article
8	Punctuation marks
9	Numerals
10: *a*	Words spelled in two ways
11	Hyphenated and compound words
12	Names compounded of two words
13	Names with a prefix
14	Oriental names
15	Names spelled differently (including *Note*)
16	Forenames (general rules)
18	Forename entries (Arrangement 2)
19	Surname entries
20: *b*	Compound surnames
21: *b*	Name of clan, family, etc.
22: *b*	Firm names
23	Nobleman's title
24: *b*	Order of entries (Alphabetic order)
25	Arrangement under author (general rules)
	25: *a* (Works by the author) 1, 2, 3, 4, 5, 6, 7 (a)
	25: *b* (Works about the author)
27	Corporate entries

29 Bible (Alphabetic order) *See Note* following the example for a still more simple arrangement.
32 Place arrangement (Alphabetic order)
35 Subject arrangement (Alphabetic order) *See Note* following example for a still more simple arrangement.
36 *See also* references
37 Title arrangement *a, b, c, d, e, f*2
38 Chronological and numerical arrangements

The entries in the following comprehensive example are arranged according to the simplest alphabetical order, except that personal surnames precede other entries beginning with the same word (*see* Rule 24: b2). Small libraries may prefer to interfile personal names also.

COMPREHENSIVE EXAMPLE

```
A B C book
A. E.  see  Russell, George William
A., F. P.  see  Adams, Franklin Pierce
A.L.A.  see  American library association
A.L.A. booklist
À la mer
Aagard, Carl Johann
Abbot, Willis John
Abbott, Albert
Abbott, Miss E. C.
Abbott, Edith
'Abd  al-Hamīd II,  sultan of the Turks
'Abd al-Latīf
'Abd Allāh ibn Ahmad, called Ibn al-Baitar
'Abd Allāh Sfer,  pasha
'Abd el-Halim Kararah, Muhammad
Abdullah, Achmed
À Beckett, Arthur William
Abee, Fritz
About face
Abū al-'Alā
Abū al-Fidā
Abū Bakr ibn al-Tufail, Abu Ja'far
Abū Sa'īd
Abucacim
Abū'l 'Alā,  see  Abu al-'Alā
Abūl-Fazl,  mirza
L'abuse en court
R. Accademia dei Lincei, Rome
ACCIDENTS
1812; ein historischer roman  [achtzehnhundert zwölf]
American library association
American library association,  see also titles beginning
    A. L. A.
American peace congress,  1st, New York, 1907
American peace congress,  3rd, Baltimore, 1911
```

— — and ships and sealing wax
Andersen, Hans Christian
Anderson, Arthur
Andersón, James
Anderson's college, Glasgow
Anderssen, Adolf
Art, v.1 - [title of a periodical]
ART
  Brown, G.B. The fine arts
ART
  Brownell, Baker. Art in action
ART
  Thurston, C.H.P. Structure of art
Art: a commodity
Art age
ART - American
ART - Ancient
Art and Mrs Bottle
ART AND MORALS
ART - BERLIN
ART - BIBLIOGRAPHY
ART - DECORATIVE
Art foliage
ART - FRANCE
ART - GREEK
ART - HISTORY
ART INDUSTRIES AND TRADE
ART - MUNICIPAL
L'art romantique
ART - U.S.
Art weaving
Atlantic readers. Primer
Atlantic readers. Bk.1
Atlantic readers. Bk.3
Bible
  The Bible and its story
Bible
  Die Heiligen Schriften
Bible
  The Holy Bible... 1885
Bible
  The Holy Bible... 1904
Bible
  La Sainte Bible
Bible
  The Scofield reference Bible
BIBLE
BIBLE AND SCIENCE
BIBLE - ANTIQUITIES
Bible as literature
Bible beautiful
BIBLE - BIBLIOGRAPHY
A bible for freshmen

Bible music
Bible. N.T.
Bible. N.T. Gospels
Bible. O.T.
BIBLE. O.T.
Bible. O.T. Amos
Bible. O.T. I Chronicles
Bible. O.T. II Chronicles
Bible. O.T. Daniel
BIBLE. O.T. DANIEL
BIBLE. O.T. - HISTORY
Bible. O.T. Pentateuch
Bible. Paraphrases
Bible plays [a title]
Bible. Selections
BIBLE - VERSIONS
Bibliothèque d'anthologie
Bibliothèque d'histoire
Bibliothèque de la révolution
Bohlen lectures, 1899
  Nash, H.S. Ethics and revelation
Bohlen lectures, 1925
  Bell, W.C. Sharing in creation
Böök, Fredrik
Book, William Frederick
The book about aircraft
BOOK-BINDING, see BOOKBINDING
BOOK COVERS
A book of garden flowers
BOOKBINDING
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BOOKBINDING - U.S.
The Bookman. London [a periodical]
The Bookman; a review of books and life. New York
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Books about books
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Brown, John
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Concord antiquarian society
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Concord, Mass. Trinity church
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Concord, N.H. Public library
Concord railroad corporation
CONCORD RIVER
CONCORD SCHOOL OF PHILOSOPHY
Concord, Tenn. Farragut school
Cooperative marketing
Co-operative movement
De la terre á la lune
De libris
Defoe, Daniel
De la Roche, Mazo
Delarue, A. O.
De La Rue, Warren
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Dem dichter in der fernen bild geblieben [initial article not in nominative case]
DeMorgan, Joseph
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El Dorado
Eldorado, Neb.
El Paso, Texas
Eine kleine gefälligkeit [initial article]
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Labor economics
Laboulaye
Labour, see spelling Labor
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  Adventures among books

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  Homer and the epic

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Lang, Andrew
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Muenscher, Joseph
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Mulcahy, William Francis
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Müller, Adam
Muller, Adam L.
Müller, Carl Otto
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New Amsterdam
NEW ENGLAND
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New York. Agricultural experiment station, Geneva
New York almanacs
New York (battleship)
New York cavalry. 10th regt.
New York (City)
New York (City) Board of education
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New York (City) Common council
New York city council of political reform
NEW YORK (CITY) - WATER SUPPLY
New York collection of music
New York. College of the city of New York
New York (Colony)
New York. Cotton exchange
New York (County) Court house
New York day by day
New York. Public library
New York school of social work
New York. Sing Sing prison, Ossining
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NEW YORK (STATE)
New York (State) Dept of health
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  _____ London, J.M.Dent
  _____ New York, Sears
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Mackay, C.D.
  The play of the pioneers
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Saint M*****, Victor de, see Saint-Mauris, Victor Alexandre, comte de
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St Paul, Henry
St Paul, Minn.
Saint Paul, mother
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San José, Diego
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  As you like it (Ben Greet Shakespeare)
  (Shakespeare's) As you like it, ed. by Cooper
  (The comedy of) As you like it (Eclectic classics)
  As you like it (New Temple Shakespeare)
  (Shakespeare's comedy of) As you like it, ed. by Rolfe
  As you like it
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  The beauties of Shakespeare

U.S. Cavalry school, Fort Riley, Kan.
U.S. – CENSUS
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U.S. Census office. 11th census, 1890
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U.S. Congress. House
U.S. Congress. House. Committee on foreign affairs
U.S. Congress. Joint committee on Muscle Shoals
U.S. Congress. Office of legislative counsel
U.S. Congress. Senate
U.S. Congress. Senate. Committee on appropriations
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U.S. Dept of agriculture
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U.S. Geological survey
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U.S. – HISTORY – BIBLIOGRAPHY
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